



CITY OF KIRKLAND
PLANNING AND BUILDING DEPARTMENT
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MEMORANDUM

Date: January 5, 2017

To: Planning Commission

From: Paul Stewart AICP, Deputy Director
Eric Shields AICP, Director

Subject: Proposed 2017-2019 Planning Work Program (File No. PLN17-00008).

Recommendation

Planning Commission review Proposed 2017 – 2019 Planning Work Program, determine which tasks should be undertaken in 2017 and provide direction for any revisions.

Background

Each year the Planning Commission reviews the proposed Planning Work Program and makes a recommendation to the City Council at a joint meeting on the tasks and priorities for the major long range planning projects. The Planning Work Program focuses on the list of priority projects that will be undertaken in 2017 but also looks at a three year time frame. This typically occurs at a Planning Commission retreat but due to the need to hold regular public meetings in December and January, the draft work program is included as part of the January 12 regular Commission meeting.

At the January 12th meeting, staff is recommending the Commission review the proposed work program and provide direction on the priority and schedule for the listed tasks. Staff will then bring back a revised work program to the Commission for review and recommendation to the City Council at a joint meeting tentatively scheduled for March 7, 2017.

Review of 2016 Tasks (Attachment 1)

The Commission began 2016 hosting a joint meeting with the Transportation Commission and Park Board on the Finn Hill Neighborhood Plan. In 2016, the Planning Commission met 18 times including study sessions and seven joint meetings/public hearings with the Houghton Community Council.

The majority of time in 2016 **was devoted to updating (and rewriting) the City's Critical Area Ordinance** (Chapter 90 of the Kirkland Zoning Code). Out of the 18 meetings held, 8 were devoted to this topic. The City Council adopted the new

regulations on December 13, 2016 with very few changes from the Commission's recommendations.

Other topics the Commission worked on in 2016 included:

- Finn Hill Neighborhood Plan
- Wireless and Utility Zoning Code Amendments
- PR. 1.8 code amendments on building height
- Buffers from Marijuana retail use (day care centers)
- Content neutral sign regulations
- Low impact development (LID) code amendments
- Houghton/Everest Neighborhood Center & 6th Street Corridor Study
- 2016 Capital Facilities Plan

2017-2019 Planning Work Program

Introduction and Summary

The annual Planning Work Program establishes the major long range planning tasks for the City over the next three years with the primary focus on the upcoming year – 2017. The City Council adopts the Work Program by resolution based on a recommendation from the Planning Commission and following the joint meeting with the Commission.

The work program shows eight major categories with individual tasks for each major heading. The primary staff lead or project manager is identified. Estimated staffing levels for the Planning Department for each task are noted as FTE's (full time equivalent employees). The FTE is a way to determine expected staffing levels, budget and resource allocations. The FTE level is estimated by task for 2017 and will vary throughout the year depending on the project.

The draft work program outlines the general timing and schedule although this can also vary as the task progresses. Those work program items noted in blue are tasks that the Planning Commission will review and make a recommendation on – usually plan or code amendments. Those tasks outlined in green are other tasks that are long range in nature but may not always directly involve the Commission (i.e. they are staff tasks or other City projects).

Attachment 2 is the Proposed 2017 -2019 Planning Work Program. (Note: Attachment 3 is the current adopted work program approved by the City Council on March 15, 2016).

2017 – 2019 Planning Work Program

Staffing availability is limited for the first six months of 2017 due to existing major projects already underway (Task 2.1: Finn Hill Neighborhood Plan update and Task 2.2: Houghton/Everest Neighborhood Center). In addition the City is currently processing high levels of permit activity (over 7,000 building permits submitted in 2016) and staff resources have been allocated to development review. In addition,

other tasks are scheduled to be undertaken in the first six months of 2017 with staff committed to these tasks. These include:

- Task 1.2: Threshold review of Citizen Initiated Requests (seven requests were submitted).
- Task 4.1: CAO Implementation (staff training, administrative procedures and forms, mitigation banking program, etc.)
- Task 4.2: Geo Hazard Analysis and Regulations (already underway)
- Task 4.3: Limited Shoreline Master Program code revisions (needed to clean up various code provisions)
- Task 5.1: Housing Strategy Plan (initial scoping underway)

As a result, for the first six months of 2017, staffing resources to undertake new tasks is limited. As the draft work program shows, new tasks for early 2016 consist of tasks associated with Totem Lake (Task 3.0). It is anticipated that following completion of the Finn Hill and Houghton/Everest Plan in mid-2017, additional staffing will be available to take on other tasks in the latter part of the year.

For the second half of 2017, more staff resources should be available to take on additional tasks. However, this will still require prioritization from the list of several tasks noted. Not all tasks can be accomplished with existing staffing levels. This is discussed in more detail below.

Planning Work Program Tasks

Below is a brief description of the work program categories and tasks.

Task 1.0 Comprehensive Plan

Staff has a list of potential Comprehensive Plan amendments (Task 1.1). Most of them are not significant policy issues. The amendments would also include the annual revisions to the Capital Facilities Plan to reflect the Capital Improvement Program (CIP). This would occur in the second half of 2017.

2017 is the year that the City accepts requests to amend the Comprehensive Plan and zoning (Task 1.2). The deadline for citizen initiated requests was December 1, 2016. Seven individual applications were submitted – each in a different neighborhood. The list is noted as Attachment 5, the maps of the requests is Attachment 6 and the application form is Attachment 7.

In the first quarter **of 2017, the requests will go through a “threshold review”** process by the Planning Commission and City Council to determine which, if any, applications to review in the second half of 2017. The number and scope of the applications selected to be reviewed will also determine the availability of staff resources for other tasks.

Under Task 1.3, it has been suggested that the City consider downtown (CBD) as an urban center similar to Totem Lake. The Puget Sound Regional Council (PSRC) is **still working on criteria to bring some consistency to the designation of “centers”** through-out the four county region. Staff would recommend deferring action on this task until such time that PSRC completes its work.

Does the Commission concur with the work program tasks as noted in Task 1.0?
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Task 2.0 Neighborhood/Business District Plans

Two neighborhood/business district plans are underway and are due to be completed by mid-2017. These are the Finn Hill Neighborhood Plan (Task 2.1) and the Houghton/Everest Neighborhood Center (Task 2.2) in conjunction with the 6th Street Corridor Transportation Study (Task 2.3).

Two other tasks were scheduled to be undertaken in 2016 but were not initiated due to work on other major projects. These include coordinating with the Kirkland Alliance of Neighborhoods on developing a framework for neighborhood/business district plans (Task 2.4) and working on outdated neighborhood plans (e.g. Bridle Trails/South Rose Hill and Everest) (Task 2.5).

The Commission should discuss the timing and priority for these two tasks in relation to the other tasks noted on the draft work program – particularly those items noted in Task 4.0 (Code Amendments).
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Task 3.0 Totem Lake

Since Totem Lake is the City’s urban center and focus for growth, development and funding infrastructure, a distinct work program category is noted.

Task 3.1 noted as Totem Lake Enhancement Plan is a funded service package to develop a plan to improve the business district through such elements as wayfinding, public spaces, streetscapes and public amenities. The Enhancement Plan would also explore possible code amendments to implement some of the elements and features that come out of the plan process (e.g. sidewalk widths, street and landscaping improvements, etc.).

Several large development proposals in Totem Lake are now in the early stages of review. From our initial discussions with applicants, staff has identified a number of potential code changes that may be desirable to ensure financially feasible projects that **achieve the City’s objectives of making an attractive mixed use urban center in Totem Lake.** Over the years the City has often amended the Zoning Code and plan to facilitate this effort. There are still a number of code changes that could be considered. Task 3.2 would identify those code provisions and undertake the desired amendments.

The Planning Commission expressed interest in considering design guidelines for development along the Cross Kirkland Corridor. This is a follow-up to the Totem Lake Business District Plan. This effort is reflected in Task 3.3.

Task 3.4 is intended to bring back the discussion on whether there should be a Planned Action designation for Totem Lake. Initial discussions occurred during the major Comprehensive Plan update in 2015 but further work was put on hold due to concerns with timing and the potential costs. In addition, the scope and need for **such action is still to be determined depending on work on the city's traffic impact standards** (Task 4.5) currently before the Transportation Commission. Staff would recommend deferring work on Task 3.1 at this time to be determined following completion of the traffic impact standards and Tasks. 3.1, 3.2 and 3.3.

Staff (Dorian Collins) is available for Totem Lake projects. The Commission should discuss the timing and priority for these tasks.

Task 4.0 Code Amendments

Periodically, the City considers a variety of miscellaneous code amendments (Task 4.1) based on a roster that staff maintains. This list is quite extensive and is included in Attachment 4. Some of the amendments are **considered "fast track" and could be folded into an effort by the City Attorney's office in doing some housekeeping clean-up** of the Municipal Code. Other amendments relate to Totem Lake (see Task 3.2), signs (Task 4.2) or the Holmes Point Overlay (See Task 2.1). These could be addressed with the appropriate projects. There are still a number of other code amendments that would be bundled into a package for review (Task 4.1 as noted). While the list is comprehensive, there are several items noted that have a higher priority for 2017.

Task 4.2 **consists of revising the City's sign regulations (Chapter 100 KZC).** The City amended the code in 2016 to address content neutral signs. However, there is interest in the community and by some councilmembers in looking at several provisions in the sign code – particularly A-frame, sandwich boards and temporary signs. Depending on the scope of the revisions to be considered this could be a major effort.

During the discussions of the Low Impact Development standards, the issue of lot coverage exemptions, impervious/hard surfaces and open space was raised. This task (Task 4.3) would be a follow-up to that discussion and could result in amendments to the zoning code. Previously, Commission members had expressed an interest in **looking at the City's floor area ratio standards (FAR).** Task 4.3 would combine this issue with the lot coverage/open space issue.

Task 4.4 is the completion of the work to convert the Zoning Code Use Zone Charts to Tables. This is fast-track code amendment that does not involve the Planning Commission.

Task 4.5 (**Traffic Impact Standards**). **The task is to codify the City's approach to** conduct traffic impact analysis for development projects. This task is primarily being undertaken by Public Works and the Transportation Commission.

The first three tasks (4.1: Misc. Code Amendments, 4.2: Signs, and 4.3: Lot Coverage/FAR) are major projects and require the commitment of staff resources of at least a .7 FTE for each task. Staff is currently not available to take on all of these tasks in 2017. Depending on the priority of these compared to other listed tasks on the work program (e.g. neighborhood plan tasks under Task 2.0), the Commission should discuss which one task under this category should be included for the second half of 2017 or whether the City should focus on neighborhood/business district plan items.

Task 5.0 Critical Areas/SMP

With the recent adoption of the updated Critical Area Ordinance (Chapter 90 KZC), staff is targeted to take a variety of actions over the next few months. This task (Task 5.1) includes extensive staff training, putting together the appropriate forms, fees and procedures, setting up the advance mitigation program and working with applicants on the new regulations.

Work on Task 5.2 (Geo Hazards) is underway. The City is working with the University of Washington's Department of Earth and Space Sciences on the mapping and analysis of geo hazards. Upon completion, potential revisions to development regulations and standards will be considered. This is a coordinated effort with Planning and Building, Public Works, GIS, and Fire (emergency response).

Revisions to the Shoreline Master Program – primarily essential housekeeping items – are noted as Task 5.3 and are targeted to be done in the first quarter of 2017.

Staff recommends these tasks be included on the work program for the first half of 2017.

Task 6.0 Housing

Providing affordable housing continues to be challenging with rising land and housing costs. **The Comprehensive Plan calls for an update to the City's Housing Strategy Plan** (Task 6.1). The current strategy plan was completed in 2007. This plan identifies key **strategies intended to address the City's housing needs and goals to ensure** implementation of the Comprehensive Plan. The effort will be led by staff and ARCH. A community advisory group will be formed to assist staff in this effort. Staff will bring the draft plan to the Commission for review and comment.

Task 6.2 represents the on-going Planning Department staff participation in housing issues with ARCH – A Regional Coalition for Housing. These include administering the

provision of affordable housing in developments pursuant to city regulations, implementing the optional multifamily tax exemption program, and assisting with affordable housing preservation efforts.

Staff recommends these tasks be included on the work program for 2017.
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Task 7.0 Environmental Stewardship/Sustainability

The Environment Chapter of the Comprehensive Plan was substantially revised to reflect increased emphasis on **the city's green efforts as well as** addressing climate change. The City is participating along with several other cities and King County in the King County-Cities Climate Collaboration commonly known as K4C and has signed on to the [Joint County-City Climate Commitments](#). It is a coordinated effort to undertake a series of strategies to support and enhance projects and programs in focus areas such as green building, using and producing renewable energy, sustainability outreach and education, and alternative transportation.

Many of the sub-tasks under this category are intended to implement the Environment Chapter of the Comprehensive Plan and meet our obligations under the K4C Commitments. These are primarily staff and Council items. The other tasks under this category address urban forestry and the on-going citywide coordination on all things green.

Task 7.1 is intended to update the Natural Resource Management Plan adopted in 2003 as well as incorporate the built environment and the Climate Action Plan into a more comprehensive Sustainability Strategic Plan as called for in the Environment Element of the Comprehensive Plan. This task was on the adopted work program but staff resources are not available to undertake this task.

Task 7.2 (K4C Coordination/Implementation) are related to 7.1. Staff is working with other cities to measure and reduce greenhouse gas emissions (GHC) over time. To that end funding has been approved to track various indicators of GHC and measure them over time.

Task 7.3 consists of a variety of urban forestry efforts. Trees continue to be an issue of high interest in the community regarding tree regulations, tree retention and development. The City Council adopted the [Urban Forestry Strategic Management Plan](#) in July, 2013. There are a number of tasks noted in the urban forestry work plan – however not all tasks can be accomplished under current staffing levels. The City has a part time Urban Forester that guides **the City's general urban forestry efforts**.

Implementation of the Strategic Management Plan is being coordinated through a Tree Team consisting of participants from Parks, Public Works and Planning. The Council received the [2016 Annual Report](#) on September 6, 2016.

The City has a "Green Team" consisting of representatives from several City departments that meet on a monthly basis to coordinate stewardship and sustainability

activities and programs (Task 7.4). This task recognizes an on-going staff commitment to this service team.

Task 7.5 **is an effort to evaluate and possibly obtain a “green” certification for the Cross Kirkland Corridor.** Due to other priority tasks this is currently not scheduled.

Task 8.0 (Database Management) and Task 9.0 (Regional Coordination) reflect on-going staff efforts and participation in a variety of venues. Regional efforts consist of working with the King County Growth Management Planning Council, Sound Cities, and the Puget Sound Regional Council.

Commission Discussion and Direction

The draft Planning Work Program represents staff’s listing of the tasks, schedule and staffing. Many of the tasks are already in progress or are outcomes of the Comprehensive Plan. As noted previously, staff is limited on what tasks can be undertaken in the first six months. In addition, the scope and extent of the Citizen Initiated Requests will also influence the availability for staff for other tasks.

The Commission should discuss and provide direction on which two Totem Lake tasks should be addressed in the first half of 2017 (See Task 3.0). Staff is recommending Task 3.1 (Enhancement Plan) and 3.2 (regulations) for the first half. Work on the design guideline for properties adjacent to the Cross Kirkland Corridor would follow in the second half of the year.

The Commission should also discuss and recommend which two other tasks are to be scheduled for the last half of 2017 from the list below providing staff resources are available.

- Task 2.4: Neighborhood Plan Framework
- Task 2.5: Selected (one to two) Neighborhood/Business District Plan updates
- Task 4.1: Miscellaneous Zoning Code Amendments
- Task 4.2: Sign Regulations
- Task 4.3: Lot Coverage/FAR regulations

Based on the Commission’s direction and discussion, staff will bring back a final Draft Work Program for review and recommendation by the Commission. The Joint Meeting with the City Council is the appropriate time for the Commission to present its recommendation on the work program to the City Council. The Commission should determine what key issues or work program items should be discussed and which commission member takes the lead on the discussion.

Attachments

1. Planning Commission Agenda Topics for 2016
2. Proposed 2017 – 2019 Planning Work Program
3. Adopted 2016 – 2018 Planning Work Program
4. List of Miscellaneous Code Amendments
5. List of Citizen Initiated Requests
6. **Maps of CIR's**
7. Citizen Amendment Request Application form

Planning Commission Agenda Topics for 2016

Attachment 1

Meeting Date	Topic	Meeting Type
January 14 joint meeting with Transportation Commission & Park Board	<ul style="list-style-type: none"> Finn Hill Neighborhood Plan 	Study Session with Transportation Commission & Park Board
January 28	<ul style="list-style-type: none"> Chapter 90 KZC Amendments Wireless & Utility KZC Amendments 	Study Session Study Session
February 25	<ul style="list-style-type: none"> Chapter 90 KZC Amendments PR 1.8 Zoning Code Amendment, Building Height Planning Work Program 	Study Session Study Session Study Session
March 10	<ul style="list-style-type: none"> PR 1.8 KZC Amendment, Building Height 	Public Hearing
March 24	<ul style="list-style-type: none"> Chapter 90 KZC Amendments 	Study Session
April 28	<ul style="list-style-type: none"> Chapter 90 KZC Amendments 	Study Session
May 12 joint meeting with HCC	<ul style="list-style-type: none"> Buffers from Marijuana Retail Uses, KZC Amendment Wireless & Utility Regulations KZC Amendment 	Study Session Public Hearing
May 12	<ul style="list-style-type: none"> Finn Hill Neighborhood Plan Update 	Study Session
June 23 joint meeting with HCC	<ul style="list-style-type: none"> Houghton/Everest Neighborhood Center & 6th Street Corridor Study Marijuana Regulations KZC Amendments 	Study Session Public Hearing
June 23	<ul style="list-style-type: none"> Chapter 90 KZC Amendments 	Study Session
July 28	<ul style="list-style-type: none"> Chapter 90 KZC Amendments Finn Hill Neighborhood Plan 	Study Session Study Session
August 11	<ul style="list-style-type: none"> Sign Regulations, Phase I: Content Neutral Finn Hill Neighborhood Plan Update 	Study Session Study Session
August 25	<ul style="list-style-type: none"> Finn Hill Neighborhood Plan Update 	Study Session
September 8 joint meeting with HCC	<ul style="list-style-type: none"> 2016 Comp. Plan Amendment Facility Project Table Sign Regulations, Phase I: Content Neutral Houghton/Everest Neighborhood Center & 6th Street Corridor Study 	Public Hearing Public Hearing Study Session
September 29 joint meeting with HCC	<ul style="list-style-type: none"> Chapter 90 Critical Areas Low Impact Development (LID) Proposed Amendments 	Public Hearing Study Session
October 24 joint meeting with HCC	<ul style="list-style-type: none"> Chapter 90 KZC Amendments Deliberation 2016 Comp. Plan Amendment to Capital Facilities Element Low Impact Development (LID) Proposed Amendments 	Public Hearing Public Hearing Public Hearing
November 28 joint meeting with HCC	<ul style="list-style-type: none"> Houghton/Everest Neighborhood Center & 6th Street Corridor Study 	Study Session
December 15 joint meeting with HCC	<ul style="list-style-type: none"> Houghton/Everest Neighborhood Center & 6th Street Corridor Study 	Study Session

Planning Commission Tasks	
Other City Tasks	

Attachment 2

PROPOSED 2017 – 2019 PLANNING WORK PROGRAM: LONG RANGE TASKS

January 5, 2017

2017

2018

2019

TASK		PROJECT MANAGER	2017 FTE by Task	J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd	3rd	4th	1st	2nd	3rd	4th
POLICIES, PLANS & REGULATIONS																							
1.0	Comprehensive Plan																						
1.1	• Annual City Plan Amendments	Brill	.2 FTE																				
1.2	• Citizen Initiated Requests	Brill	.4 FTE																				
1.3	• Consider CBD as an Urban Center																						
2.0	Neighborhood/Bus District Plans																						
2.1	• Finn Hill Neighborhood Plan	Coogan	.6 FTE																				
2.2	• Houghton/Everest Center Plan	Ruggeri	.6 FTE																				
2.3	• 6 th Street Corridor Transp Study	Public Works																					
2.4	• Neighborhood Plan Framework																						
2.5	• Selected Neighborhood Plan Updates																						
3.0	Totem Lake																						
3.1	• Totem Lake Enhancement Plan	Collins	.3 FTE																				
3.2	• Totem Lake Regulations																						
3.3	• Design Guidelines (Totem Lk CKC)	Collins	.3 FTE																				
3.4	• Consider Planned Action																						
4.0	Code Amendments																						
4.1	• Misc. Code Amendments																						
4.2	• Sign Regs																						
4.3	• Lot coverage/FAR Regs																						
4.4	• Zoning Code Charts to Tables	Nelson																					
4.5	• Traffic Impact Standards	Public Works																					
5.0	Critical Areas/ SMP Regs																						
5.1	• CAO Implementation	Swan	.2 FTE																				
5.2	• Geo Hazards Analysis & Regs	Swan/Brill	.2 FTE																				
5.3	• Limited SMP Amendments	Swan	.2FTE																				
6.0	Housing																						
6.1	• Update Housing Strategy Plan	Nelson/ARCH	.2 FTE																				
6.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																				
7.0	Env Stewardship/Sustainability																						
7.1	• Sustainability Strategic Plan																						
7.2	• K4C Coordination/Scope 5	Barnes/Guter	.1 FTE																				
7.3	• Urban Forestry Plan/Implementation	Powers	.4 FTE																				
7.4	• Green Team	Barnes	.1 FTE																				
7.5	• Green Certification for CKC																						
8.0	Database Management	GIS/Planning	.1 FTE																				
9.0	Regional Coordination	Shields/Stewart	.1 FTE																				

Planning Commission Tasks	
Other City Tasks	

Attachment 3

ADOPTED 2016 – 2018 PLANNING WORK PROGRAM: LONG RANGE TASKS MARCH 15, 2016

				2016												2017					2018			
TASK		PROJECT MANAGER	2016 FTE by Task	J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd		3rd	4th	1st	2nd	3rd	4th
POLICIES, PLANS & REGULATIONS																								
1.0	Comprehensive Plan																							
1.1	• Consider Totem Lake Planned Action																							
1.2	• Private Amendment Requests																							
1.3	• Consider CBD as an Urban Center																							
2.0	Neighborhood/Bus District Plans																							
2.1	• Finn Hill Neighborhood Plan	Coogan	.6 FTE																					
2.2	• Everest/Central Houghton Ctr	Ruggeri	.5 FTE																					
2.3	• 6 th Street Corridor Transp Study	Public Works																						
2.4	• Neighborhood/Bus District Framework	Collins	.2 FTE																					
2.5	• Future Neighborhood Plan Updates																							
3.0	Code Amendments																							
3.1	• LID Code Revisions	Collins/Powers	.4 FTE																					
3.2	• Zoning Code Charts to Tables	Nelson	.2 FTE																					
3.3	• Misc. Code Amendments																							
3.4	• Wireless/Utilities (Chapter 117 KZC)	McMahan	.1 FTE																					
3.5	• Traffic Impact Standards	Public Works																						
3.6	• Sign Regs (Phase 1 and Phase 2)		.6 FTE																					
3.7	• Marijuana Regs Amendments	Collins	.2 FTE																					
3.8	• FAR Regs		.2 FTE																					
3.9	• Design Guidelines (Totem Lake CKC)	Collins	.3 FTE																					
4.0	Critical Area or SMP																							
4.1	• Wetlands and Streams Regs	Swan	.8 FTE																					
4.2	• Geo Hazards Analysis & Regs	Swan/McMahan	.5 FTE																					
4.3	• SMP Amendments	Swan	.4 FTE																					
5.0	Housing																							
5.1	• Update Housing Strategy Plan	Nelson/ARCH	.2 FTE																					
5.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																					
6.0	Env Stewardship/Sustainability																							
6.1	• GHC Report/Climate Action Plan	PW/Barnes	.1 FTE																					
6.2	• K4C Coordination/Implementation	Barnes/Guter	.1 FTE																					
6.3	• Sustainability Strategic Plan	Barnes/Powers																						
6.4	• Street Tree Inventory	Powers/GIS	.3 FTE																					
6.5	• Urban Forestry Mgmt Work Plan	Powers	.2 FTE																					
6.6	• CKC Green Certification	Powers																						
6.7	• Green Team	Barnes	.1 FTE																					
6.8	• Strategic Plan Actions/Implementation																							
7.0	Database Management	GIS/Planning	.1 FTE																					
8.0	Regional Coordination	Shields/Stewart	.1 FTE																					

Zoning Code Amendment Docket

KMC/ KZC	CHAPTER	SECTION	SUB-SECTION	SUB-SECTION	SUB-SECTION	SECTION NUMBER	PLANNER	DATE ADDED	GROUP	REVIEW YEAR	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY LEVEL	HCC ?
												INCLUDE WITH KMC HOUSEKEEPING AMENDMENTS		
ZC	5	10	##			KZC 5.10.665	ERS	11/21/2016	MC	2017	Ch 5 Definitions	Correct typo to change "Department" to "Director."		
KZC	5	10	300			KZC 5.10.300..	DRN	07/08/15	MC	2017	Ch 5 - Definitions	Update RCW reference in definition of Family. Definitions were moved from RCW 70.128.175 to 70.28.10	0_None	Yes
KZC	40	20	##			KZC 40.20.170..	JSM	12/7/2016	MC	2017	Ch 40 - Industrial Zones	Add a comma or semicolon between "Packaging of Prepared Materials" and "Manufacturing". The way it is currently printed in the table format makes it appear that manufacturing is not an allowed use. See e-mail "RE: Current Planning Q - Use question" dated 12/7/16.	0_None	No
							DBC		MC	2017		In TL 4A, B & C zones - change reference to special regulation 4 from 5.		
KZC	55	51	10			KZC 55.51.10..	DBC	12/16/16	MC	2017	TL 7A, 7B	Change reference in Use column to Special Regulations 1 & 2. SR 3 no longer exists. See "Minor ZC Amendment" e-mail dated 12/13/16.	0_None	No
KZC	95	23				KZC 95.23...	SMG	10/03/14	MC	2017	Ch 95 - Trees & Landsc	Typo in 2nd sentence, "and" should be "or". See Susan's email of 10/31/14	0_None	Yes
KZC	115	105	3			KZC 115.105.3..		01/26/15	MC	2017	CH 115 - Miscellaneous	Commercial and Industrial Nonresidential Uses typo change: <u>2</u> (b) through (f) to <u>3</u> (b) through (f) (Nick email 1/26/15)	0_None	Yes
KZC	115	115	3	p		KZC 115.115.3.p.	DRN	05/17/16	MC	2017	Ch 115 - Miscellaneous	Add a note to this section re: HVAC in required yards pointing to the allowances in 115.120.5 for non-residential uses. eg: "See also section 115.120.5"	0_None	Yes
KZC	115	115	5	a	1	KZC 115.115.5.a.1	TJS	12/03/14	MC	2017	Ch 115 - Miscellaneous	Remove 'north property line yards' from section; deleted with SMP amendments in 2012	1_Minor	Yes
KZC	115	138	3			KZC 115.138.3..	JSM	09/24/14	MC	2017	Ch 115 Storage Containers	Contains an erroneous reference to 162.35.12. should be to 162.35.13 (see Email from JSM 9/24/14)	0_None	Yes
KZC	162	35	9			KZC 162.35.9..	NCC	12/23/14	MC	2017	Ch 162 - Nonconform.	Change reference from 117.15 to 117.20 (this is duplicated below if Ch 162 amendments are done 1st)	0_None	Yes
KZC	162	55	3			KZC 162.55.3..	NAC	1/21/2015	MC	2017	Ch 162 - Nonconform.	Typo "A continued use shall not be subject to the provisions of this chapter..." (Nick email 1/21/15)	0_None	Yes
KMC						KMC		12/01/14	MC	2017	Code Enforcement	Add KMC 11.64 Litter to list of regulations that can be enforced through 1.12 (Penny)	1_Minor	No
KMC	21	6	574			KMC 21.6.574..	ERS	09/26/16	MC	2017	Permit Appeals	Change reference from Fire Department to Planning and Building Department	0_None	No
KMC	21	41	108	a	3	KMC 21.41.108	NCC	01/03/14	MC	2017	Property Maint Code	Typo "insanitary"	0_None	No
KMC	21	41	302	h		KMC 21.41.302.h.		01/20/15	MC	2017	Property Maint Code	Motor Vehicles. Change "unlicenseable" to "unlicensed" per Penny and Craig.	0_None	No
KMC	22	20	340			KMC 22.20.340..	ERS	06/01/15	MC	2017	Short Subdivisions	Remove second sentence of this section, requiring HE to sign short plat document on behalf of city in case of appeal. See 6/1/15 e-mail RE: Avalon Appeal follow up needed	0_None	No
KMC	22	16	10			KMC 22.16.10..	NCC	11/17/13	MC	TBD	Subdivisions	Amend time limits to submit final plat to reference state statutes.	1_Minor	Yes
KZC						KZC various	JLB	04/07/14	MC	2017	20 instances	Replace KC Bureau of Elections and Records with either simply King County or KC Recorders Office - See e-mails "Kirkland Zoning Code update -- updated files available for proofing" 4/7/14	0_None	Yes
KZC						KZC various	TJS	10/21/16	MC	2017		Update KZC references from PCD to PBD	0_None	Yes
KZC	115	42	1	f		KZC 115.42.1.f.	DRN	02/23/16	MC	2017	CH 115 - Miscellaneous	Clarify that only one exemption of 100 square feet of FAR is allowed if a house has both an internal staircase and an area with ceiling height greater than 16 feet. Conversation with Jon Kappler re: BSF15-06709.	0_None	No
KMC	29	12	10			KMC 29.12.10..	TJS	02/24/15	MC	2017	CH 29 LSM	Change high waterline or high waterline yard to ordinary high water line and shoreline setback (em2/24/15)	1_Minor	No

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KZC	70	15				KZC 70.15...	DBC	01/20/16	HP	2017	Ch 70 - Holmes Pt	HOLMES POINT OVERLAY - Review with Finn Hill Plan Correct erroneous reference to Chapter 18 KZC. Should now refer to Chapter 15 since reformatted. (See e-mail "ZC Chapter 70 - Minor Code Amendment?")	0_None	No
KZC	70					KZC 70....	ERS	03/19/14	HP	2017	Ch 70 - Holmes Pt	Toby's comments at 3/18/14 CC mtg re: better defining "in the vicinity of" (See e-mails "RE 11 b Miscellaneous Zoning and Municipal Code Amendments")	2_Moderate	No
												HOUSING - Review with Housing Plan		
KZC	113	25				KZC 113.25...	DBC	11/23/15	H	2017	Cottage Housing	Revisit the separation distance requirements for cottage developments. See 11/23/15 e-mail from Dorian "Code Amendments?"	2_Moderate	Yes
KZC	113	45	4	a	1	KZC 113.45.4.a.1	DBC	11/23/15	H	2017	Cottage Housing	Eliminate or modify the criterion related to compatibility and scale relative to surrounding existing development. Very difficult to justify when adjoining older, smaller scale development. See 11/23/15 e-mail from Dorian "Code Amendments?"	2_Moderate	Yes
KMC	22	28	50			KMC 22.28.50..	JGR	11/12/15	H	2017	Subdivision Design	Allow Cottage Developments to be exempt from the minimum 50' lot width requirement when less than 5,000 sq. ft. lots. See 11/4/15 e-mail from Jon. Also, change width requirement to 55' to match KZC 115.43.3.b. Also discussed the possibility of deleting requirement altogether because garage requirements have changed since it was included in the subdivision regulations.	2_Moderate	Yes
KZC	112	35	1			KZC 112.35.1..	ERS	02/18/15	H	2017	Affordable Housing	Prohibit segregating affordable units into pods with a separate entrance from other units (see Code amendments email 2/18/15)	2_Moderate	Yes
KZC	115	7				KZC 115.7...	ERS	06/30/10	H	2017	Ch 115 – ADUs	Clarify whether ADUs are allowed in detached units within condominium plats.	2_Moderate	Yes
KZC	115	7	4	b		KZC 115.7.4.b.	ERS	01/22/16	H	2017	CH 115 - ADUs	Evaluate criteria for determining when an ADU is considered detached. Do we need them? Could they be clarified? (See e-mail from Dawn "Accessory Dwelling Unit Application at 10505 NE 45th St" for example of issues.)	2_Moderate	Yes
												TOTEM LAKE ISSUES		
						Various	ERS		TL	2017		Review misc. regs: height (70' instead of 65'), setback (Is 10' front enough for urban amenities?), lot coverage (why not 100% like CBD?) and review process (DBR instead of ADR?) .		
						Various	ERS		TL	2017		Consider changing ADR to DBR in some zones to assure they are achieving objectives of allowing urban development with human scale form		
						Various	ERS		TL	2017		Ground floor commercial requirements. Are the percentage correct? Is there a better method?		
						Various	ERS		TL	2017		Review parking requirements for urban center		
						Various	ERS		TL	2017		Review public improvement standards to insure ample sidewalks		
						Various	ERS		TL	2017		Review urban design standards adjacent to CKC		
						Various	ERS		TL	2017		Add "residential suites to more TL zones		
							ERS		TL	2017		CIR for Residence 12		
												MISCELLANEOUS 2017		
KZC	162	35	7			KZC 162.35.7..	ERS	09/23/16	I	2017	Ch 162 - Nonconform.	Consider allowing structures with nonconforming yards to demolish and completely rebuild within a limited time period to avoid reusing foundations and and walls that don't comply with current Building standards. See 9/23/2016 e-mail "FW: Amend LSM appeals code"	2_Moderate	Yes
KZC	35	10	20	1	b	KZC 35.10.20.1.b	ERS		I	2017	Ch 35 - Commercial Zones	Clarify that additional building height in BN, BNA zones only allowed when necessary to allow a retail floor height of no more than 13'. See e-mail "Code amendment list". Also true for MSC 2 & MSC 3.	2_Moderate	No

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KZC	115	80				KZC 115.80...	JSM	04/26/16	I	2017	Ch 115 - Miscellaneous	Legal Building Site • 2.c - Clarify to limit the lot size approval to the original intent (LID, small lot, cottage...) and consider including King County approvals that fall into the same category • 2.d - Consider King County circumstances where the property was contiguously owned since 1972 but transferred prior to annexation as a legal building site in King County • 2.a - Depending on the outcome of the previous two issues, modify or delete the language "and the lot or parcel was a lawfully created lot under King County subdivision or zoning laws." (See FRS/JSM emails "Code amendment list - 115.80" 8/27/14 & 4/26/16)	2_Moderate	Yes
									I	2017	Ch 125	Establish formula or criteria for determining adequate PUD benefits. (see email "Zoning Code Amendment List" from Janice)		
												FAR/LOT COVERAGE		
KZC	115	42				KZC 115.42...	ERS	04/01/12	FR	TBD	Ch 115 – Miscellaneous	Eliminate single family FAR or consider alternatives. Don't allow FAR change with PUD?	3_Major	Yes
KZC	115	90				#REF!	ERS	11/21/16	FR	TBD	Ch 115 – Miscellaneous	Amend lot coverage regulations to eliminate reference to surface water or pervious surfaces		
KZC	114					KZC 114....	WDB	04/27/15	FR	TBD	Ch. 114 - LID	Update incentives to be consistent with PW standards under NPDES to be adopted by end of 2016 (see e-mail from Eric dated 4/24/15)	2_Moderate	Yes
KZC	15	10	10			KZC 15.10.10..	JLB	07/01/13	FR	TBD	SF Design	Spec. Reg. 2 RS 5 zones Consider allowing flat roofs to qualify for higher FAR (Kappler comment)	2_Moderate	No
KZC	15	30	DD	12	f	KZC 15.30.DD.12.f	CPG	09/22/15	FR	TBD	FAR Restriction	Need to define "primary roof form" to allow clarity and consistency. Also need to update KMC 22.28.042(d)(1). More info to be provided by Christian.	2_Moderate	Yes
KZC	15	30	60			KZC 15.30.60..	PDS	05/15/15	FR	TBD	SF Height	Consider requiring upper story setback or pitched roof requirement to go to maximum height (D. Asher comment - see 5/12/15 e-mail from Paul)	3_Major	Yes
KZC	115	90				KZC 115.90...	JSM	03/10/16	FR	TBD	CH 115 - Miscellaneous	Revisit including rockeries and retaining walls as pervious for lot coverage calculations. Perhaps include in list of exceptions. See 3/10/16 e-mail "code amendment list - lot coverage".	2_Moderate	Yes
KZC	115	90				KZC 115.90...Q43	DRN	06/20/16	FR	TBD	Ch 115 – Miscellaneous	Clarify how astroturf is counted in lot coverage. It has been counted as an exemption if it is underlain by sand. See 6/17/16 e-mail "FW: Astroturf".	2_Moderate	Yes
KZC	115	90				KZC 115.90...	DMG	11/21/12	FR	TBD	Ch 115 – Miscellaneous	Limit lot coverage exception for area under eaves and cantilevers	2_Moderate	Yes
KZC	115	90				KZC 115.90...	WDB	04/27/15	FR	TBD	Ch 115 – Miscellaneous	Update incentives to be consistent with PW standards under NPDES to be adopted by end of 2016 (see e-mail from Eric dated 4/24/15)	2_Moderate	Yes
KMC	22	28	42			KMC 22.28.42..	JLB	07/01/13	FR	TBD	Subdivision Design	Consider allowing flat roofs to qualify for higher FAR for small lot housing with design stndrds. Alternatively, define "primary roof form" (see item for KZC 15.30.DD-12.f.)	2_Moderate	Yes
KZC	115	90				KZC 115.90...	JSM	11/30/16	FR	TBD	CH 115 - Miscellaneous	Performance based lot coverage. See e-mail "FW Performance based lot coverage - code change request"	2_Moderate	Yes
						KZC			S			SIGN CODE		
KZC	100					KZC 100....			S	2017	Ch 100 – Signs	Interp. 90- 3. Major nonconform. signs must be removed when underground tanks removed.	1_Minor	Yes
KZC	100					KZC 100....		06/30/10	S	2017	Ch 100 – Signs	Interp 95-3. Colors and patterns associated with business counted as sign area.	1_Minor	Yes
KZC	5	10	550			KZC 5.10.550..		06/30/10	S	2017	Ch 5 – Definitions	Clarify "multi-use complex" for consistency w/ 100.4.3.b. Delete requirement for exterior entrance	1_Minor	Yes
KZC	100	15	1			KZC 100.15.1..	ERS	01/14/11	S	2017	Ch 100 – Signs	Don't exempt public service government signs from all of chapter 100 - e.g. electronic readerboards.	1_Minor	Yes
KZC	162	35	5	b		162.35.5.b.	DBC	06/30/10	S	2017	Ch 100 – Signs	Minor nonconforming signs - Is a new sign a 'structural alteration'? Is a new, less nonconforming sign permitted? Delete 'minor' in first paragraph b.3.	2_Moderate	Yes
KZC	100					100....		06/30/10	S	2017	Ch 100 – Signs	Create criteria to allow for deviations from sign code to be reviewed at a planner level.	2_Moderate	Yes
KZC	100					100....		06/30/10	S	2017	Ch 100 – Signs	Reduce height of monument signs. Liberalize dimensions for sign base.	2_Moderate	Yes
KZC	100					100....		06/30/10	S	2017	Ch 100 – Signs	Increase signage for larger sites?	2_Moderate	Yes

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KZC	100					100....		06/30/10	S	2017	Ch 100 – Signs	Allow reduced setback for ground mounted signs subject to criteria	2_Moderate	Yes
KZC	100	115				100.115...	ERS	06/30/10	S	2017	Ch 100 – Signs	Under marquee signs - allow larger & allow for sign category A & probably B (8/11/04 ES email)	2_Moderate	Yes
KZC	100	35	3	c		100.35.3.c.	JGR	06/30/10	S	2017	Ch 100 – Signs	Allow for two monument signs along streets with long frontage and more than one entrance	2_Moderate	Yes
KZC	100	52				100.52. ..		06/30/10	S	2017	Ch 100 – Signs	Prohibit cabinet signs in other business districts (citizen suggestion). Also for consistency with design guidelines/regulations?	2_Moderate	Yes
KZC	162	35	5			KZC 162.35.5..		06/30/10	S	2017	Ch 100 – Signs	Major nonconforming signs & amortization (billboards). Need to address constitutional issues.	2_Moderate	Yes
KZC	162	35	5	a	1	KZC 162.35.5.a.1		06/30/10	S	2017	Ch 100 – Signs	Make cabinet signs in CBD and JBD major nonconforming	2_Moderate	Yes
KZC	100					KZC 100?	CES	04/03/14	S	2017	Ch 100 – Signs	Address posting signs, posters and notices which is currently a criminal offense KMC 11.80.040	2_Moderate	Yes
KZC	100					All	DRN	06/08/15	S	2017	Ch 100 – Signs	See "Lacey's sign regs." e-mail from PS 6/4/15. Has link to MRSC article about sign code rewrite	2_Moderate	Yes
KZC	100					KZC 100	JSM	11/21/14	S	2017	Ch 100 – Signs	Require signage designating garage parking for retail customers in new developments. Also added to Parking Chapter amdmts. See JM email 11/21/14	1_Minor	Yes
FAST TRACK - Later														
KMC	22	12	230			KMC 22.12.230..	DRN	10/10/16	FT	2017	Subdivision Standards	Update language to include all items in RCW 58.17.110. Transit stops and sidewalks for walking to school are missing. Also update KMC 22.20.140. Fix staff report templates when done.	1_Minor	No
KZC						KZC	AAR	01/10/14	FT	2017		Look for references to Comp Plan Appendix C: Design Principles and check wording (see email "Another code amendment" 1/10/14). Also, App. C was deleted with Comp. Plan update (O-4493) and moved to KMC 3.30.040(6) in O-4496 (see Exhibit 4).	0_None	Yes
KZC	5	10				KZC 5.10....	DRN	05/28/15	FT	2017	Ch 5 - Definitions	Remove discrepancies between definitions in Ch. 5 and Ch. 83. See Average Parcel Depth and Average Parcel Width, for examples. (See Definitions Problem e-mail dated 5/28/15)	0_None	Yes
KZC	10					KZC 10....	JSM	2/10/2016	FT	2017	Ch 10 - Legal Effect	Add section that allows correction to federal or state codes without a code amendment when renumbering occurs. See "Code amendment list - Chapter 10" email dated 2/10/16.	0_None	Yes
KZC	20	20	60			KZC 20.20.60..	DRN	10/31/2016	FT	2017	Ch 20 - Medium Density Residential	Clarify that the prohibition on stacked dwelling units applies only to RM 5.0 and RMA 5.0 (not all RM zones).	0_None	Yes
KZC	45	60	3	d	4	KZC 45.60.3.d.4	PDS	11/18/15	FT	2017	Ch 45 - Institutional Zones	Remove out of date reference to Seahawks facility. See 11/18/15 e-mail RE: P Zone. Should also consider if it is appropriate to remove all references throughout chapter.	0_None	Yes
KZC	50	10	3			KZC 50.10.3..	JGR	09/24/14	FT	2017	CBD	Clarify that retail, restaurant, etc. is <u>not</u> required along alleys and similar service access streets. See INT 09-1. Previously codified but still needs clarification.	0_None	No
KZC	75					KZC 75....	JLB	03/18/14	FT	2017	Ch 75 - Historic Overlay	add a purpose statement and a edit to 75.15; see JLB 3/18/14 email "code amendment to add to the roster"	0_None	Yes
KZC	112	15	1	a		KZC 112.15.1.a.	DRN	4/23/2015	FT	2017	Affordable Housing	Correct reference to chapters from 15 - 56 to 20 - 56. Affordable not required in low density residential. Error was made with conversion of charts to tables.	0_None	No
KZC	112	20	5			KZC 112.20.5..	DRN	09/13/13	FT	2017	Affordable Housing	Note potential for school impact fee exemptions.	0_None	Yes
KZC	112	20	5			KZC 112.20.5..	DRN	09/13/13	FT	2017	Affordable Housing	Park and transportation impact fee exemptions only possible if additional affordability provided.	0_None	Yes
KZC	115	20	3	a	iii	KZC 115.20.3.a.iii	DMG	09/21/15	FT	2017	CH 115 - Miscellaneous	Clarify that roosters had to exist prior to date rather than property (Desiree email 9/21/15)	0_None	No
KZC	115	43				KZC 115.43...	JLB	06/19/14	FT	2017	Garage Requirements	115.43.3.a "any other" could be clarified to wording closer to the intent in 115.43.1.b (see email)	0_None	No
KZC	115	43				KZC 115.43...	DRN	06/16/16	FT	2017	Garage Requirements	Adjust regulations to be clearer about the depth of an improvement that will qualify as a front façade. See example of garden shed appendage to building so that garage would not exceed 50% of total façade width (Garden Shed Addition to Front Facade.pdf)	0_None	No
KZC	115	115	3	o		KZC 115.115.3.o.	DRN	08/11/16	FT	2017	CH 115 - Miscellaneous	Clarify that eaves and other building projections allowed in 115.115.3.d are allowed to extend into 5 foot setback. Look at both subsections 1 and 3. (Current Planning 8/10/16)	0_None	Yes
KZC	115	136	1			KZC 115.136.1..	ERS	02/18/15	FT	2017	CH 115 - Miscellaneous	Clarify what "...in zones where structure size limitations are established" means (see "Code amendments" e-mail)	1_Minor	Yes
KZC	118					KZC 118....	JLB	04/27/15	FT	2017	Ch 118 - Pipelines	Consider adding a requirement for a Hold Harmless to be signed and recorded prior to permit issuance (see 4/24/15 e-mail from Joan)	1_Minor	No

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KZC	140					KZC 140....	JLB	12/14/16	FT	2017	Ch 140 - Amendments	Change the term "citizen initiated proposal" to "citizen initiated request" to make terminology consistent across platforms (website, forms, KZC). (See "zoning code amendment" e-mail dated 12/14/16.)	0_None	Yes
KZC	152	85	3			KZC 152.85.3..	DRN	03/23/16	FT	2017	Ch 152 - Process IIB	Consider changing the challenge and response to challenge distribution requirements to allow e-mail delivery, as in the City's requirements to distribute the Hearing Examiner's recommendation in KZC 152.75.	1_Minor	Yes
KZC						Various	DRN	06/02/15	FT	2017	Definitions	Reconcile discrepancies in definitions in various chapters of the Zoning Code. See "Definitions Redundancies" document in Code Amendment folder	1_Minor	Yes
KZC	114	25	1	b		114.25.1.b.	DMG	11/12/15	FT	2017	Ch. 114 - LID	Update Lapse of Approval language to be consistent with process chapters. See 10/1/15 e-mail from Desiree.	0_None	Yes
												MISCELLANEOUS - POTENTIAL IN FUTURE YEARS		
KMC	12	28				KMC 12.28...	CES	11/26/13	M	TBD	Vehicles and Traffic - Misc	No living in vehicles (or KZC 115?)	2_Moderate	Yes
KZC	15	30	60			KZC 15.30.60..	TJS	11/20/15	M	TBD	WDII Side Setbacks	Consider deleting the 5'/15' side yard setback requirement for garages and ADU's on the east side of the 5th Ave. W. access easement. Go to 5' minimum (or even consider allowing attached structures with neighboring properties). See 11/20/15 e-mail "Add to code amendment list" from Teresa.	2_Moderate	No
KZC	20	10	10			KZC 20.10.10..		01/29/14	M	TBD	RM Zones	Delete DDU listing in RM zones (check other zones) Current Planning 1/29/14	2_Moderate	Yes
KZC	25	10				KZC 25.10...	ERS	04/01/14	M	TBD	Ch 25 - PR, PRA zone	Retail use has min. lot area, why? - may apply to other zones	2_Moderate	Yes
KZC	35	20	120			KZC 35.20.120..	AAR	04/26/16	M	TBD	Ch 35 - Commercial Zones	Update PU-20 (related to Office Use) to be consistent with General Regulation 35.20.020.1.a. See e-mail "Code amendment list for: Office Use - Special Regulation PU-20 for the BN Zone".	2_Moderate	No
KZC	40	10				KZC 40.10...	ERS	06/01/15	M	TBD	Ch 40 - Industrial Zones	Consider requiring a noise study for manufacturing and other potential noise generating businesses in light industrial zones – potentially just abutting residential zones. See 6/1/15 e-mail RE: Potential Code Amendments	2_Moderate	No
KZC	40	10				KZC 40.10...	ERS	06/01/15	M	TBD	Ch 40 - Industrial Zones	Consider limiting/precluding dog runs associated with veterinary offices next to residential zones (came up in the context of LIT zones, but may apply more broadly). See 6/1/15 e-mail RE: Potential Code Amendments	2_Moderate	No
KZC	60	72	20			KZC 60.72.20..	JSM	03/13/14	M	TBD	PLA 6D AND OTHERS	Streamlining amendment - Delete Process I permit for additional density (JSM email 3/13/14)	2_Moderate	Yes
KZC	110					KZC 110....	ERS	5/7/2011	M	TBD	Ch 110 - St Standards	Clarify specific street standards for business districts (also could be in design guidelines)	2_Moderate	Yes
KZC	115	20	5	d		KZC 115.20.5.d.	TJS	07/21/10	M	TBD	Ch 115 - Miscellaneous	Establish administrative process to waive or reduce horse paddock size	2_Moderate	Yes
KZC	115	23				KZC 115.23...	ERS	06/01/15	M	TBD	CH 115 - Miscellaneous	1. Common Rec Open Space - update section (Angela email 1/9/14) (See e-mail "Add common recreational open space to the ZC amendment list please...) 2. Consider allowing roof-top decks, including needed facilities such as covered stair wells and railings. Would require adjustment to definition in KZC 5.10.150 and Rooftop Appurtenances definition and regulations (KZC 5.10.817 and 115.120). See 6/1/15 e-mail RE: Potential Code Amendments.	2_Moderate	Yes
KZC	115	85	2			KZC 115.85.2..		06/30/10	M	TBD	Ch 115 – Miscellaneous	Review/ revise Rose Hill Business District lighting standards and consider city-wide.	2_Moderate	Yes
KZC	115	120	3			KZC 115.120.3..	ERS	10/07/13	M	TBD	Ch 115 - Miscellaneous	Clarify whether clerestories screen appurtenances are intended to exceed 115.120.4	2_Moderate	Yes
KZC	115	120	4	b	3	KZC 115.120.4.b.3	JGR	01/30/14	M	TBD	Ch 115 - Miscellaneous	Rooftop appurtenance height (Jon emails 1/30/14 and 2/3/14)	2_Moderate	Yes
KZC	115	137				KZC 115.137...	JLB	02/25/14	M	TBD	Ch 115 - Solar	Solar collectors - address residential solar collectors that aren't ground or roof mounted	2_Moderate	Yes
KZC	115	137				KZC 115.137...	ERS	03/19/14	M	TBD	Ch 115 - Solar	Toby's comments at 3/18/14 CC mtg re: looking at screening of solar facilities further	2_Moderate	Yes
KZC	115	137				KZC 115.137...	ERS	04/01/14	M	TBD	Ch 115 - Solar	Jay's comments re: stand alone solar arrays (email 4/1/14)	2_Moderate	Yes
KZC						KZC			M	TBD	Ch 115 - Solar	Incorporate and define photovoltaics?	2_Moderate	Yes
KZC	115	60				KZC 115.60...	ERS	06/30/14	M	TBD	Ch 115 - Ht. exceptions	Consider crosses and other religious symbols (not sure where in code it belongs, see email)	2_Moderate	Yes

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KZC	160	40	2	b		KZC 160.40.2.b.	TJS	11/25/15	M	TBD	Ch 160 - Process IV	Review requirements for installing public notice signs for minor city initiated actions and/or when other public notification methods are used. See e-mail "Code Amendment: Section 160.40.2.b. Public Notice Sign"	2_Moderate	Yes
KMC						KMC		12/01/14	M	TBD	Code Enforcement	Consider deleting the Voluntary Correction Agreement - it has not been used much (Penny)	2_Moderate	No
KMC	1	12	40	e	2	KMC 1.12.40.e.2	ERS	6/2/2016	M	TBD	Code Enforcement	Consider increasing or eliminating the maximum code enforcement fines (see email "Code amendment list - Code Enforcement Fines" dated 6/3/16)	2_Moderate	Yes
												SUBDIVISIONS		
KMC	22	20	245			KMC 22.20.245..	JSM	06/24/15	SU	TBD	Short Subdivisions	Appeals of short plats that involve dedication of a new through road are required to be heard by City Council, even if the road dedication is not the issue that is being appealed. See 6/24/15 e-mail re: Code amendment list KMC 22.20.245.	1_Minor	Yes
KMC	22	28	30			KMC 22.28.30..	NCC	09/19/13	SU	TBD	Subdivision Design	Subsection .030, .040 and .042 are complicated and confusing - simplify.	1_Minor	Yes
KMC	22					KMC 22....	ERS	11/19/13	SU	TBD	Subdivisions	Maybe allow ABE to be calculated from finished grade for large subdivisions with a lot of grading.	2_Moderate	Yes
												TREES & LANDSCAPING		
KZC	95	23				KZC 95.23...	SMG	10/03/14	T	TBD	Ch 95 - Trees & Landsc	Typo in 2nd sentence, "and" should be "or". See Susan's email of 10/31/14	1_Minor	Yes
KZC	95	30				KZC 95.30...	SBG	12/17/15	T	TBD	Ch 95 - Trees & Landsc	Consider adding language to prevent tree girdling. See e-mail "Re: Code to Prevent Tree Girdling"	2_Moderate	Yes
KZC	95	30	6	b		KZC 95.30.6.b.		01/24/12	T	TBD	Ch 95 - Trees & Landsc	IDP modifications explanation (see Outlook email folder on Ch 95) Some code clarification needed.	2_Moderate	Yes
KZC	95	33	1			KZC 95.33.1..	JSM	12/07/16	T	TBD	Ch 95 - Trees & Landsc	Limit tree density credits for trees over 18 inches in diameter. See "FW: tree density credits and tree code update 2018 code amendment list"	2_Moderate	Yes
KZC	95	42				KZC 95.42...	TJS	12/30/13	T	TBD	Ch 95 - Trees & Landsc	Clarify intent of buffer - see email from Teresa 12/30/13	2_Moderate	Yes
KZC	95					KZC 95....	SBG	08/20/14	T	TBD	Ch 95 - Trees & Landsc	Add authority to require a tree to be moved based on species (email from Karen Story)	2_Moderate	Yes
KZC	95					KZC 95....	DXP	01/10/14	T	2017	Ch 95 - Trees & Landsc	Multiple trunk tree measurement - codify?	0_None	Yes
									N			NONCONFORMANCE REGULATIONS		
KZC	162					KZC 162....		06/30/10	N	TBD	Ch 162 - Nonconform.	Int. 83-11 (may also affect 115.80) - Nonconforming lots held in common ownership	2_Moderate	Yes
KZC	162	35	2	a		KZC 162.35.2.a.	JSM	06/30/10	N	TBD	Ch 162 - Nonconform.	Look at definition of 'use' (e.g. office use)	2_Moderate	Yes
KZC	162	35	2	b	1	KZC 162.35.2.b.1		06/30/10	N	TBD	Ch 162 - Nonconform.	Be less restrictive on structural alterations for nonconforming uses. See 'master list' for more info.	2_Moderate	Yes
KZC	162	35	3			KZC 162.35.3..		06/30/10	N	TBD	Ch 162 - Nonconform.	Clarify criteria for structure expansion: measured by all structures on property per Int. 90-4	2_Moderate	Yes
KZC	162	35	5	d		KZC 162.35.5.d.		06/30/10	N	TBD	Ch 162 - Nonconform.	Delete 10 years time period and replace with Director discretion with criteria	2_Moderate	Yes
KZC	162	35	7			KZC 162.35.7..	AAR	06/30/10	N	TBD	Ch 162 - Nonconform.	Allow some structural alterations in nonconforming setbacks, e.g. instalation of windows & doors (see Angela's email)	2_Moderate	Yes
KZC	162	35	8	a		KZC 162.35.8.a.		06/30/10	N	TBD	Ch 162 - Nonconform.	Clarify that 50% replacement threshold applies to improvement being altered per Int. 85-4	2_Moderate	Yes
KZC	162	35	2	b	3	KZC 162.35.2.b.3	PDS	06/30/10	N	TBD	Ch 162 - Nonconform.	Develop criteria for allowing change of nonconforming use. Alternatively, consider not allowing change of nonconforming use. (8/10/04 PS email). Group with 162.9 and 10.	2_Moderate	Yes
									P			PARKING		
KZC	105	100				KZC 105.100...	NCC	07/09/09	P	TBD	Ch 105 - Parking/ Ped	Should decision maker for parking be changed to PW Director?	1_Minor	Yes
KZC	105	47				KZC 105.47	JSM	02/20/15	P	TBD	Ch 105 - Parking Pad for SF	Code requires parking pad only in low density zones. Consider modifying it to include detached and attached units in medium and high density zones. See 2/19/15 e-mail from JM	1_Minor	Yes
KZC	105	103	3	c		#REF!	JLS	01/01/12	P	TBD	Ch 105 - Parking/ Ped	Consider removing the public notice for parking modifications.	2_Moderate	Yes
KZC						KZC	JLS	06/21/12	P	TBD	Multiple Zones	Should parking requirement for restaurant and retail be the same to allow flexible use of space?	3_Major	Yes
KZC	105	18	1	d		KZC 105.18.1.d.	ERS	06/30/10	P	TBD	Ch 105 - Parking/ Ped	Clarify or limit the requirement to provide pedestrian connections to all adjacent properties, or provide a modification option.	2_Moderate	Yes

Zoning Code Amendment Docket

KMC/KZC	CHAPTER	SECTION	SUB-SECTION	SUB-SECTION	SUB-SECTION	SECTION NUMBER	PLANNER	DATE ADDED	GROUP	REVIEW YEAR	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY LEVEL	HCC ?
KZC	105					KZC 105	JSM	11/221/14	p	TBD	Ch 105 - Parking	Require signage designating garage parking for retail customers in new developments. Also added to Sign Chapter amdmnts. See JM email 11/21/14	1_Minor	Yes
KZC	115	115	5	b	d	115.115.5.b.d	ERS	06/30/10	P	TBD	Ch 115 – Miscellaneous	Restrictions on parking in front yards are different for different uses. Why should office and MF be different in same zones? (ES email 08/02/06)	1_Minor	Yes
KZC	105					KZC 105....		01/21/15	P	TBD	Ch 105 - Parking	Add prohibition on 'gated communities'	3_Major	Yes

SECTION NUMBER	ASSIGNED PLANNER	STATUS	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY IMPLICATION
KMC 22.32.50..	JGR	Review 2010	Title 22 Subdivisions	Fix KMC 22.32.050 to reference KZC 110.60.7 instead of KZC 110.60.9	0_None
KMC 22.4.30.b.1	JGR	Review 2010	Title 22 Subdivisions	Correct typographical error - change the word "non-residential" to "no residential" to be consistent with RCW 58.17.040(5)	0_None
KZC	JGR	Review 2010	Multiple Zones	Use term "maximum horizontal façade" in all zones where standard appears	0_None
KZC	JGR	Review 2010	Multiple Zones	Amend special regulations for Mini-School/Mini-Daycare use to reference requirements of the State rather than DSHS	0_None
KZC 112....	DRN	Review 2010	Chapter 112 – Affordable Housing Incentives – Multifamily	Clarify that voluntary use of affordable housing regulations in Chapter 112 is allowed throughout the City where affordable housing is not required	0_None
KZC 112.15...	DRN	Review 2010	Chapter 112 – Affordable Housing Incentives – Multifamily	Clarify the rounding language for affordable housing	0_None
KZC 115.20...	JLB	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Numerous corrections and formatting (animal regs)	0_None
KZC 115.7...	JGR	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Reference ADU height restrictions in 115.8	0_None
KZC 115.8...	JGR	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Move the last sentence to be the third sentence and add at the end "which may further limit its size."	0_None
KZC 115.95.1.b.	JGR	Review 2010	Chapter 115 – Miscellaneous Use Development and	Delete. Refers to WAC 173-70 for watercraft noise standards. WAC section no longer exists. KMC already addresses this issue.	0_None

SECTION NUMBER	ASSIGNED PLANNER	STATUS	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY IMPLICATION
KZC 50.33...	JSM	Review 2010	Chapter 50 – CBD-5	Either specify outright height limit or revert back to allowable story heights based on use	0_None
KZC 50.34.3..	JSM	Review 2010	Chapter 50 – CBD-5	General Reg. 3 - Delete references to Comp Plan and Design Regulations	0_None
KZC 60.10...	JGR	Review 2010	Chapter 60 – PLA1	Eliminate references to KZC 95.25 and replace with original buffer standard	0_None
KZC 60.185.4..	JGR	Review 2010	Chapter 60 – PLA17	Issue is regulated by Chapter 90	0_None
KMC 22.28...	DRN	Review 2010	Title 22 Subdivisions	Add modification to lot size provisions in the subdivision regulations for developments that are allowed additional density in exchange for affordable housing.	1_Minor
KZC	DRN	Review 2010	Multiple Zones	Consider adding affordable housing element requirement to three zones with density limits (PLA 6G, BC1, and BC2) that were not considered during recent amendments.	1_Minor
KZC 112....	DRN	Review 2010	Chapter 112 – Affordable Housing Incentives – Multifamily	Clarify whether projects undergoing a subdivision to create detached units on individual lots in multifamily and commercial zones are required to provide affordable housing.	1_Minor
KZC 115....	JLB	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Add regulations for electronic vehicle infrastructure per new State law	1_Minor
KZC 117.65.7.c.	JGR	Review 2010	Chapter 117 – Personal Wireless Service Facilities	Allow antennas to be placed at railings at base of water tower roof?	1_Minor
KZC 117.65.8..	JLB	Review 2010	Chapter 117 – Personal Wireless Service Facilities	Revise to allow antennas at historic sites & clarify 'design requirements'. Perhaps add planning official review.	1_Minor

SECTION NUMBER	ASSIGNED PLANNER	STATUS	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY IMPLICATION
KZC 48.15.190..	JGR	Review 2010	Chapter 48 – Light Industrial Technology (LIT) Zones	Delete special regulation 1 which requires special buffering for outdoor auto repair. Change in other zones?	1_Minor
KZC 5.10.250..	JGR	Review 2010	Chapter 5 – Definitions	Revise definition of 'dwelling unit' to address requiring internal connections between floors of a dwelling unit	1_Minor
KZC 50....	JSM	Review 2010	Chapter 50 – CBD-1A & 1B	Retail use requirement does not apply to ground floor along alleys and service access streets. Codify Int 09-1	1_Minor
KZC 53.84...	JLB	Review 2010	Chapter 53 – RH 8	Eliminate the special regulation that prohibit retail & restaurant uses above the first floor	1_Minor
KZC	JGR	Review 2010	Multiple Zones	Allow lobbies & clarify how much non-residential is OK on ground floor etc. where residential uses are prohibited on the ground floor.	1_Minor
KZC	JGR/JLB	Review 2010	Multiple Zones	Allow non-retail uses on ground floor without a retail component. Applies to all zones where there is a certain % of retail required on ground floor.	2_Moderate
KZC 105.103...	JGR	Review 2010	Chapter 105 – Parking Areas, Vehicle and Pedestrian Access, and Related Improvements	Add a public notice and comment period to modification requests to reduce the number of required parking stalls.	2_Moderate
KZC 115.115.3.p.	JGR	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Allow AC units and similar equipment in front yard setback with certain standards	2_Moderate
KZC 115.40...	JGR	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Consider lowering fence heights along collectors and arterials	2_Moderate

SECTION NUMBER	ASSIGNED PLANNER	STATUS	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY IMPLICATION
KZC 115.95...	JGR	Review 2010	Chapter 115 – Miscellaneous Use Development and Performance Standards	Consider eliminating section adopting WAC residential noise standards	2_Moderate
KZC 48....	JGR	Review 2010	Chapter 48 – Light Industrial Technology (LIT) Zones	Allow schools as a community facility. Codify Int 09-2	2_Moderate
KZC 48....	JGR	Review 2010	Chapter 48 – Light Industrial Technology (LIT) Zones	Should dance & martial arts training be added as a permitted use?	2_Moderate
KZC	JGR/JLB	Review 2010	Multiple Zones	Create new parking standard for multi-tenant developments (shopping centers) in appropriate zones	3_Major
KZC 50....	JGR/JLB	Review 2010	Chapter 50 – Central Business District (CBD) Zones	Change CBD parking requirement for multi-family to one stall per bedroom	3_Major
KZC 50....	JSM	Review 2010	Chapter 50 – Central Business District (CBD) Zones	Loosen ground floor frontage retail requirements - particularly in fringe areas. Includes looking at possibly allowing office, community facilities, government & park facilities, public utilities, etc. along the street front.	3_Major
KZC	JGR	Review 2010	Multiple Zones	Change HE hearing notice from 17 days to 14 days to be consistent with all other notice periods in the KZC	
KZC 117....	JGR	Review 2010	Chapter 117 – Personal Wireless Service Facilities	Check review processes for co-location to assure 90 day review time per FCC ruling	
KZC 120.12...	JLB	Review 2010	Chapter 120 – Variances	Ask HCC to allow administrative variances in Houghton	

SECTION NUMBER	ASSIGNED PLANNER	STATUS	CATEGORY	DESCRIPTION OF PROPOSED AMENDMENT	POLICY IMPLICATION
KZC 135....	JLB	Review 2010	Chapter 135 – Amendments to the Text of the Zoning Code	Determine best approach for public to request changes to the KZC	
KZC 150.85...	JGR	Review 2010	Chapter 150 – Process IIA	Change 'verbal' to 'written'	
KZC 155....	JGR	Review 2010	Chapter 155 – Process III	Eliminate	
KZC 90....	JLB	Review 2010	Chapter 90 – Drainage Basins	Review and Reduce approval processes consistent with reasonable use level of decision	
KZC 90.140.8..	JLB	Review 2010	Chapter 90 – Drainage Basins	Eliminate or revise so that lapse of approval date is the same as required with underlying review process (Process I or IIA)	
Multiple	NCC	Review 2010	Chapter 170 – Code Enforcement	Consolidate enforcement procedures for all Development Services Department	
KZC 150.105...	JGR	Review 2010	Chapter 150 – Process IIA	Remove City Council as hearing body for appeals. Appeals would go to Superior Court.	

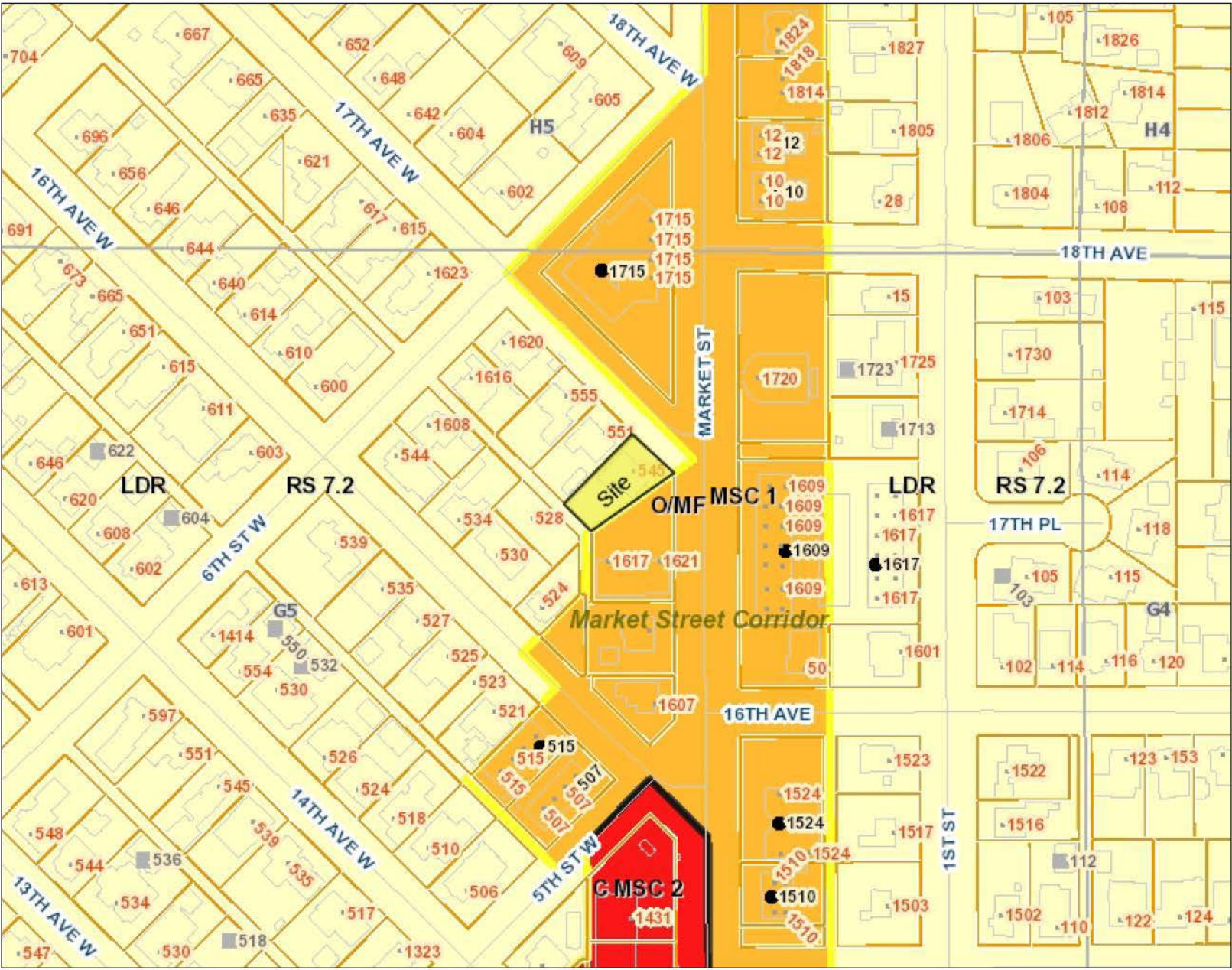
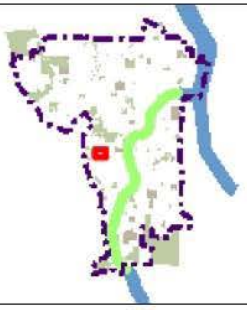
2017 Citizen Initiated Requests (CIR's) Phase I, Threshold Determination

1. Alavi Request, 545 17th Avenue West, *Market Neighborhood*, change zoning from low density single family (RS 7.2) to office/mixed use (MSC1). (File CAM16-02641).
2. McFarlane Request, 10210 NE 64th Street, *Lakeview Neighborhood*, change zoning from single family (RS 5.0) to multifamily (RM 3.6) to allow additional residential units. (File CAM16-02775)
3. West View Apts Request, 10835 NE 68th Street, *Central Houghton Neighborhood*, increase density from medium (RM 3.6) to high density multifamily (RM 1.8) to allow additional residential units. (File CAM16-02857)
4. Timber Ridge Apts Request, 10842, 10844 and 10850 NE 68th Street, *Everest Neighborhood*, increase density from medium (RM 3.6) to high density multifamily (RM 1.8) to allow additional residential units. (File CAM16-02858)
5. Michael's Request, 9755 NE Juanita Drive, *Juanita Neighborhood*, increase building height and allow unlimited residential density in the Juanita Business District (JBD 4) zone to allow future redevelopment of the subject property. Change the Shoreline Master Program development standards in the Urban Mixed Use Shoreline designation to match the requested zoning. (File CAM16-02870)
6. Residence XII Request, 12011, 12021, 12029 113th Avenue NE and vacant parcel # 2926059126, *Totem Lake Neighborhood*, expand allowed uses in the (TL 10A) zone to include transitional housing and affordable senior housing. (CAM16-02878)
7. **Lee Johnson Chevrolet Mazda Request**, 8026 and vacant parcel # 1233100075, South Rose Hill Neighborhood, change the zoning from multifamily (RM 3.6) and from office/multifamily (PR 3.6) respectively, to Rose Hill Business District (RH 2C), to match zoning of remainder of

property under the same ownership for car dealership expansion. (CAM16-02885)



Alavi Citizen Initiated Request



Legend

Address

- Other Address
- Current Address
- Current ADU
- Pending Address

City Limits

- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Buildings
- Lakes
- Parks
- Schools

Overlay Zones

- (EQ)
- (HL)
- (HP)

Planned Unit Development

Design District

City Zoning

- Commercial
- Industrial

1: 2,156

Notes
zoning and land use designation

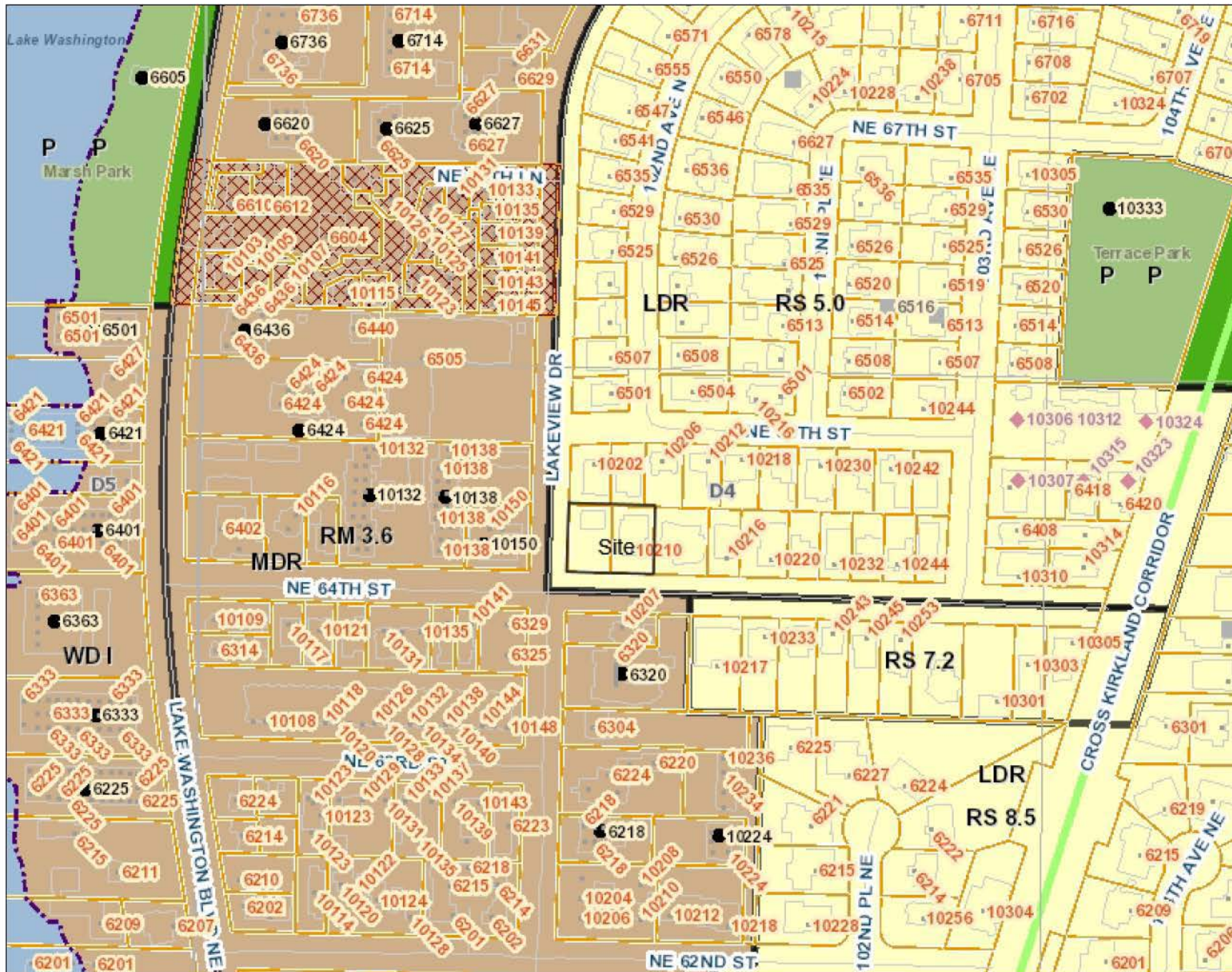
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McFarlane Citizen Initiated Request



Legend

- Address**
- Other Address
 - Current Address
 - Current ADU
 - Pending Address
- City Limits**
- Grid
 - QQ Grid
- Corridors**
- Cross Kirkland Corridor
 - Regional Rail Corridor
- Streets**
- Streets
- Parcels**
- Parcels
- Buildings**
- Buildings
- Lakes**
- Lakes
- Parks**
- Parks
- Schools**
- Schools
- Overlay Zones**
- (EQ)
 - (HL)
 - (HP)
- Planned Unit Development**
- Design District
- City Zoning**
- Commercial
 - Industrial

1:2,772



Notes

zoning and land use designation

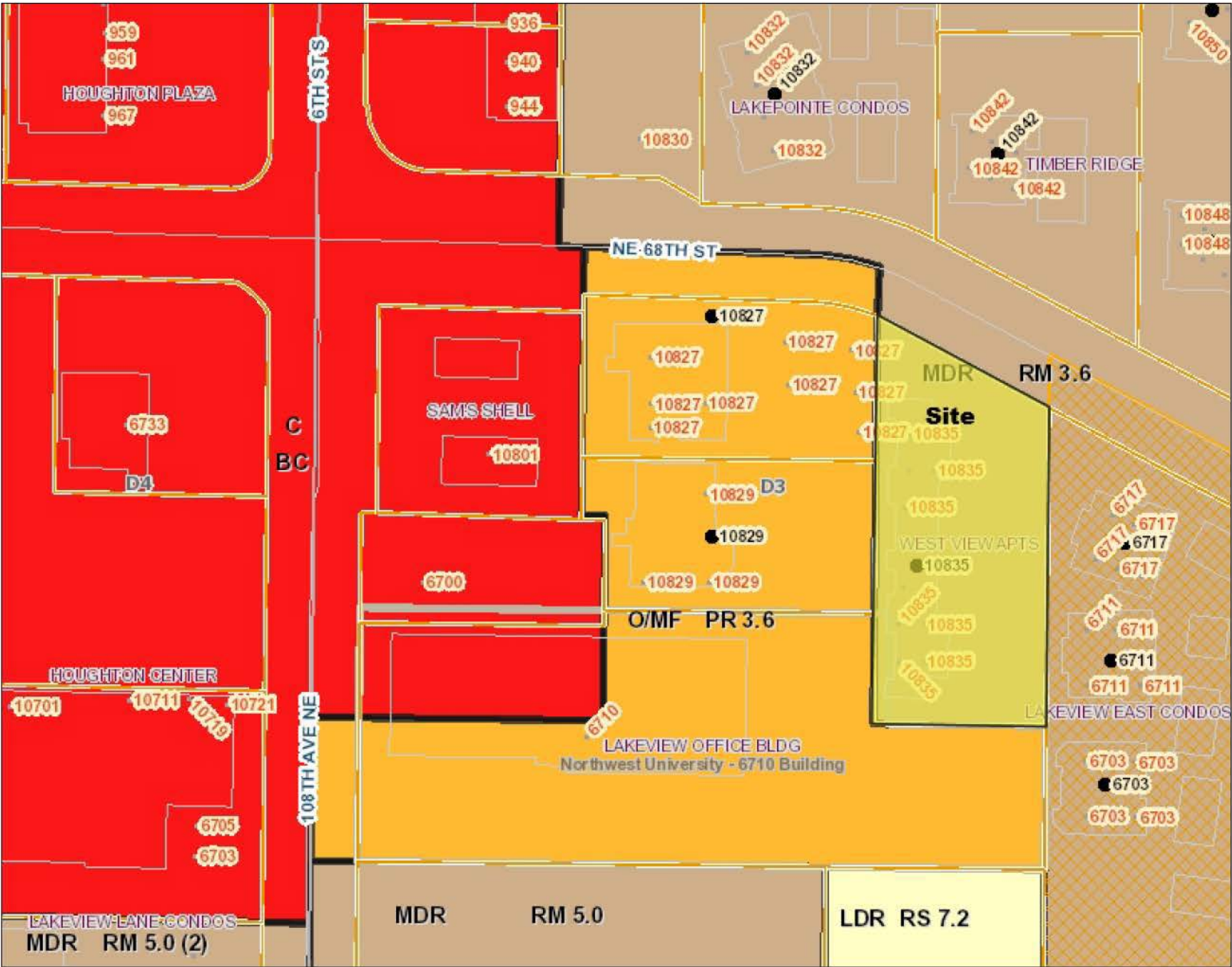
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Nilsson West View Apts Citizen Initiated Request



Legend

Address

- Other Address
- Current Address
- Current ADU
- Pending Address

- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Place Names
- Buildings
- Lakes
- Parks
- Schools

Overlay Zones

- (EQ)
- (HL)
- (HP)

- Planned Unit Development
- Design District
- City Zoning
- Commercial

1: 1,119



Notes

zoning and land use designation

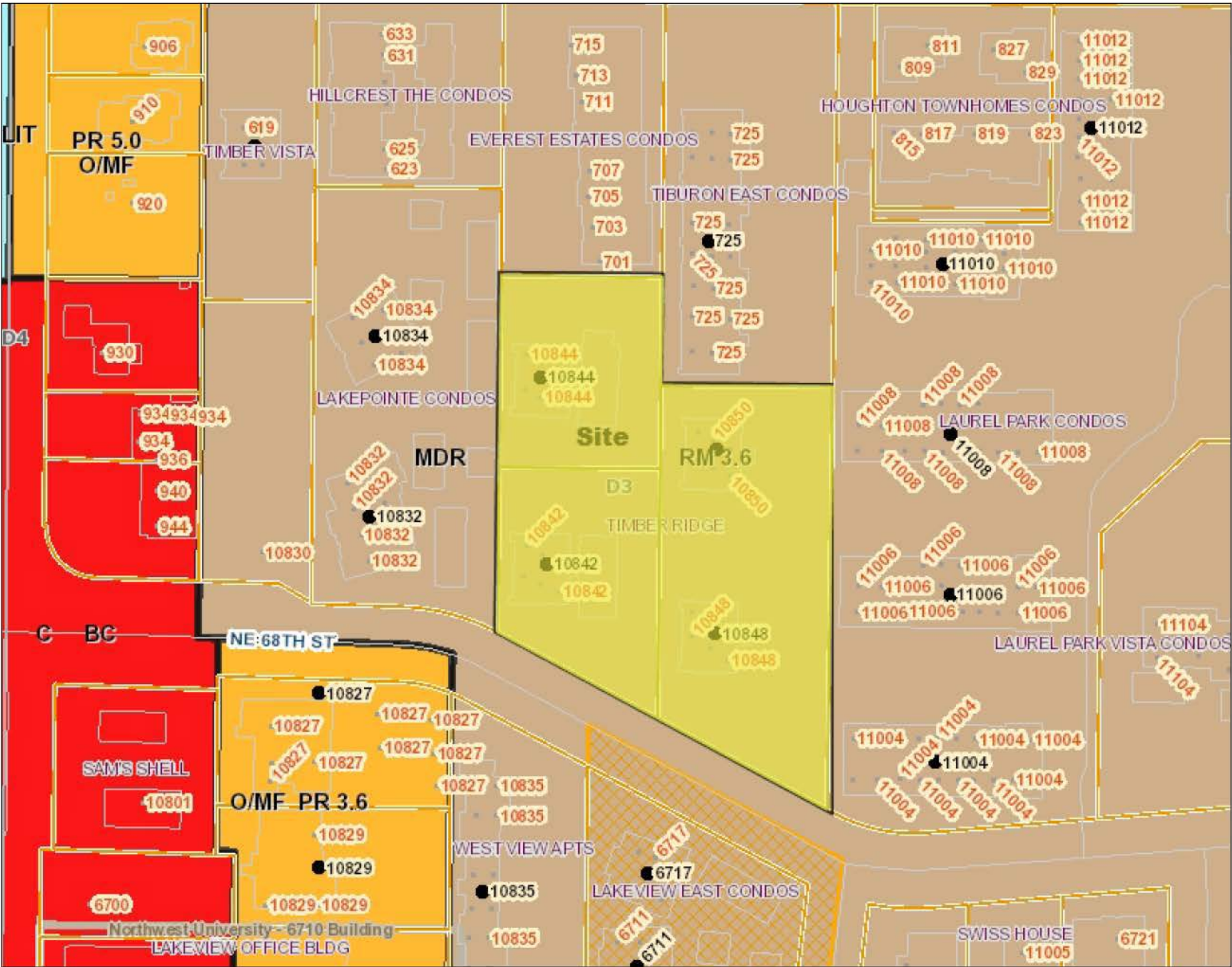
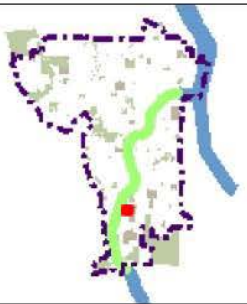
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Nilsson Timber Ridge Citizen Initiated Request



Legend

- Address
 - Other Address
 - Current Address
 - Current ADU
 - Pending Address
- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Place Names
- Buildings
- Lakes
- Parks
- Schools
- Overlay Zones
 - (EQ)
 - (HL)
 - (HP)
- Planned Unit Development
- Design District
- City Zoning
- Commercial

1: 1,408



Notes

zoning and land use designation

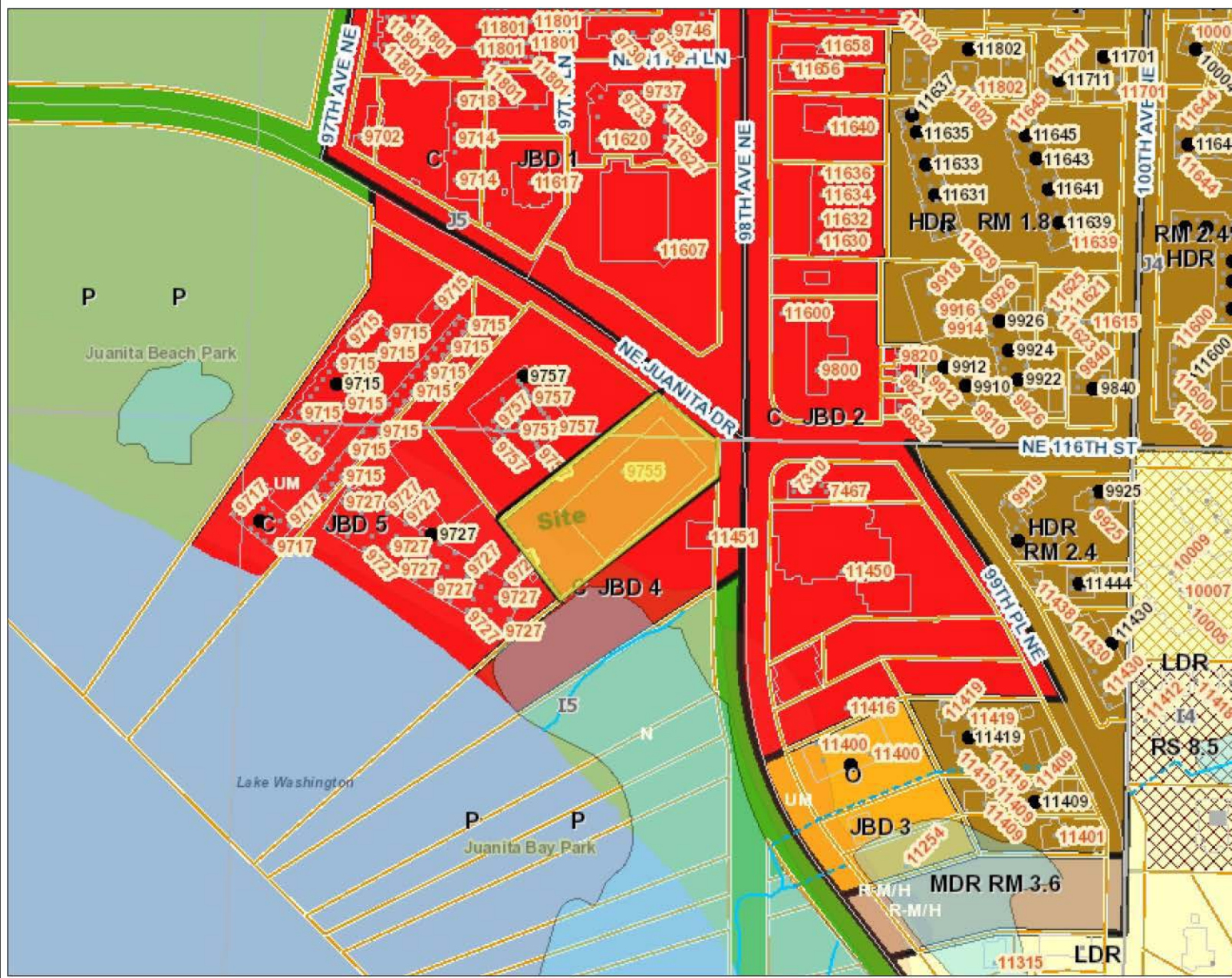
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Everist (Michaels) Citizen Initiated Request



Legend

- Streams
 - Open
 - Pipe
- Wetlands
- Address
 - Other Address
 - Current Address
 - Current ADU
 - Pending Address
- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Buildings
- Lakes
- Parks
- Schools
- Overlay Zones
 - (EQ)
 - (HL)
 - (HP)
- Planned Unit Development

1: 2,734



Notes

zoning and land use designation

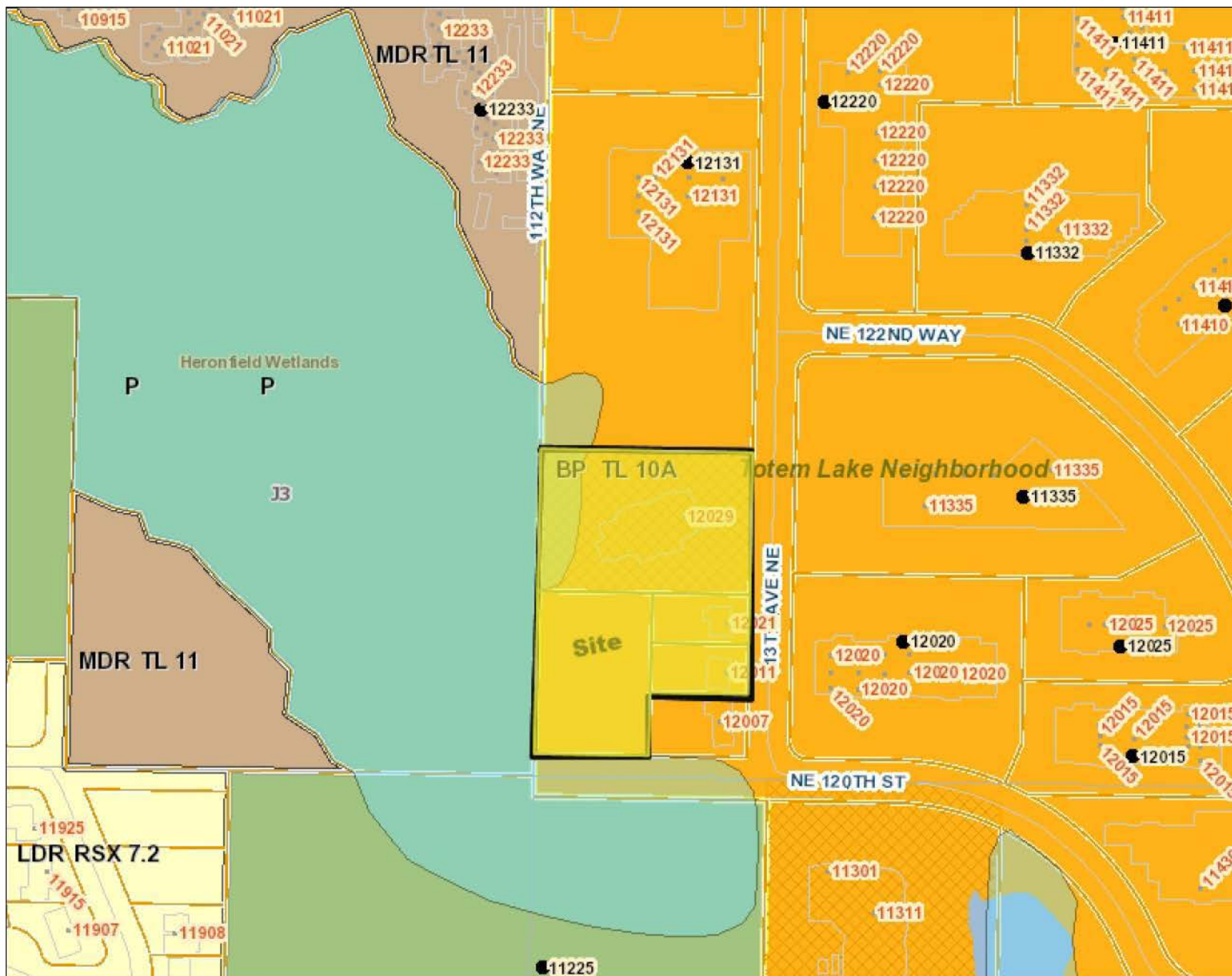
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Residence XII Citizen Initiated Request



Legend

- Streams
 - Open
 - Pipe
- Wetlands
- Address
 - Other Address
 - Current Address
 - Current ADU
 - Pending Address
- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Buildings
- Lakes
- Parks
- Schools
- Overlay Zones
 - (EQ)
 - (HL)
 - (HP)
- Planned Unit Development

1: 2,497



Notes

zoning and land use designation

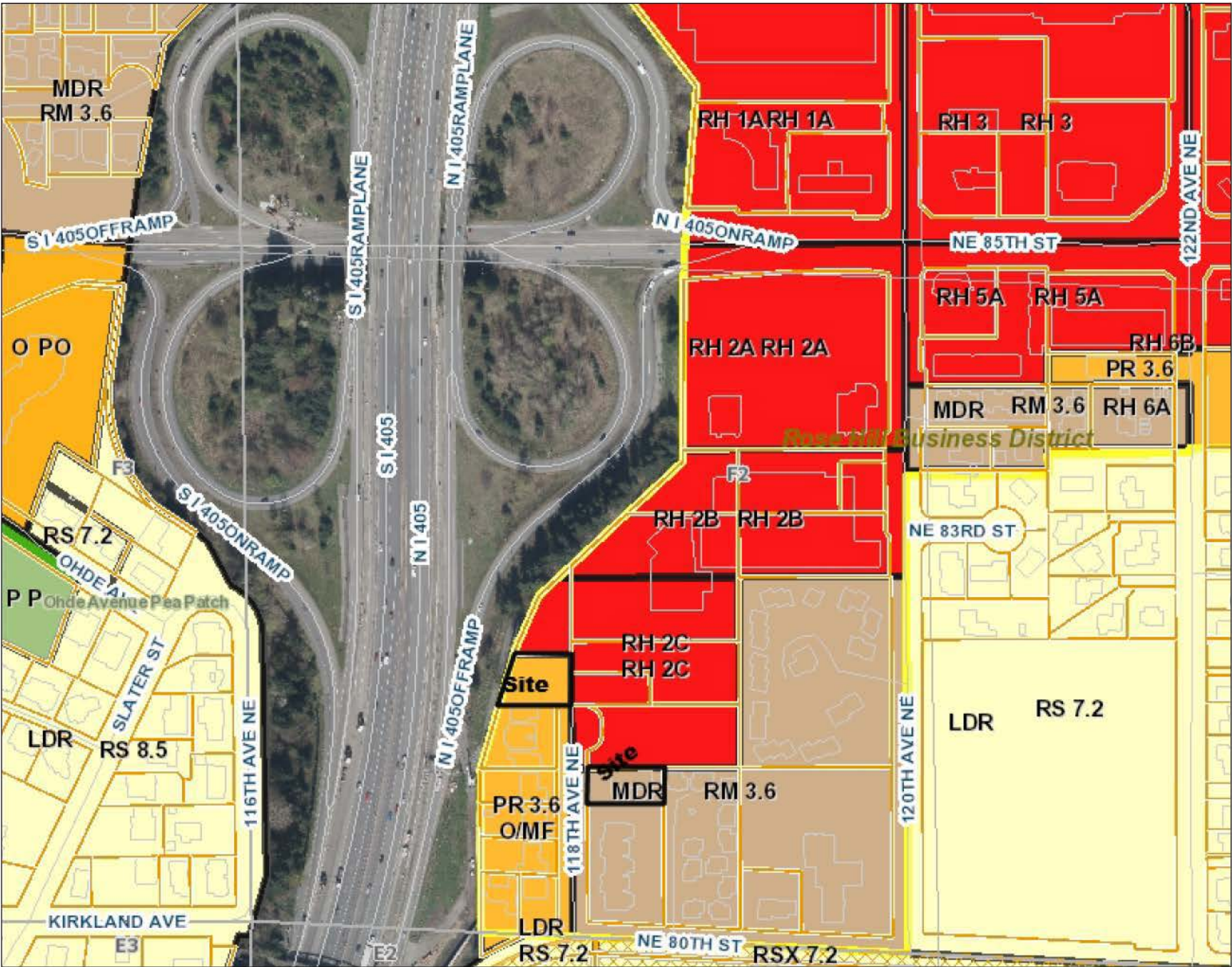
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Lee Johnson Chevrolet Mazda CIR



Legend

- City Limits
- Grid
- QQ Grid
- Cross Kirkland Corridor
- Regional Rail Corridor
- Streets
- Parcels
- Buildings
- Lakes
- Parks
- Schools
- Overlay Zones
 - (EQ)
 - (HL)
 - (HP)
- Planned Unit Development
- Design District
- City Zoning
 - Commercial
 - Industrial
 - Transit Oriented Development
 - Office
 - High Density Residential
 - Medium Density Residential
 - Low Density Residential

1:3,468



Notes

zoning and land use designation

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ATTACHMENT 7 Citizen Initiated Request

(also known as Private Amendment Request)
Planning Department

MEMORANDUM

TO: Interested Parties

DATE: April 2015

FROM: Planning Department

SUBJECT: **CITIZEN INITIATED REQUESTS TO THE COMPREHENSIVE PLAN, ZONING CODE AND ZONING MAP**

In General, the City considers citizen initiated proposals once every other year during odd years (2013, 2015 etc.) as part of the City's Annual review of the Comprehensive Plan. All citizen initiated amendment requests must be submitted by December 1, prior to the year of their consideration. The schedule is noted below.

The purpose of this memo is to describe the process to be used for citizen initiated amendment requests.

I. WHO MAY PROPOSE AN AMENDMENT?

Any individual, property owner, neighborhood organization or other group may propose to amend the Comprehensive Plan, The Zoning Code or the Zoning Map. For site specific requests, if the property owner is not making the request, then the property owner must be notified of the amendment (see attached Affidavit of Service). Before applying, we recommend that you contact the Planning Department to get a better understanding of the process and obtain any background information that might be relevant to the request. **Please contact either Joan Lieberman-Brill at 425-587-3254 or Teresa Swan at 425-587-3258 in the Kirkland Planning Department for more information.**

II. WHAT IS AN APPROPRIATE PROPOSAL?

The Comprehensive Plan is a document describing the long-range plan for the City. It consists of a land use map, and general elements such as Land Use, Housing, Transportation and Capital Facilities. It also includes 14 neighborhood plans. The Finn Hill Neighborhood Plan is in the process of being prepared - however there is an overall land use map and general elements that apply. Requests may be submitted to amend any aspect of the Plan -- the land use map, the general elements or a neighborhood plan.

A citizen initiated proposal may also amend the Zoning Map or the Zoning Code, if necessary to implement the Comprehensive Plan Change. If a rezone is requested, in order to qualify as a PAR the proposed residential density must be outside the density range shown on the applicable neighborhood plan land use map.

Citizen initiated amendment requests that involve a significant change in use or in density for a specific property or a major policy change in a neighborhood may be deferred to the applicable neighborhood plan.

III. HOW TO APPLY AND WHAT IS THE DEADLINE FOR SUBMITTING A REQUEST?

Complete the attached application and submit to the Department of Planning and Community Development at Kirkland City Hall, 123 5th Avenue, Kirkland, WA 98033 along with the required review fee for Phase 1. If you have any questions on completing the application, contact the Planning Department at 425-587-3225 and in particular Joan Lieberman-Brill at 425-587-3254 or Teresa Swan at 425-587-3258.

Applications must be submitted no later than December 1, 2016. If that deadline is missed, then an interested party would need to wait t the fall of 2017 to ask the Planning Department if and when the City will consider requests again.

IV. WHAT IS THE REVIEW PROCESS FOR AMENDMENT REQUESTS?

Phase 1 or 2	Review Process	Timeline
1	Cut-off date for applications for citizen initiated amendment requests to be received by the city.	December 1, 2016
1	Houghton Community Council holds a study session to review the requests within their jurisdiction and prepares a threshold recommendation to the Planning Commission	February - March 2017
1	Planning Commission holds a study session and makes a threshold recommendation to the City Council.	February - April 2017
1	City Council reviews the recommendation at a public meeting and makes a threshold decision to determine which amendment requests should be further reviewed by the City. Also determined is which requests will go to Phase 2 in the current year of review or a subsequent year, depending on the number of requests, available resources and the Planning Department's work program.	April - May 2017
2	Houghton Community Council (if applicable) and Planning Commission study the selected requests, For site specific proposals, the study area may be expanded to include other adjacent properties, if appropriate.	June - July - August 2017 or 2018
2	Houghton Community Council (if applicable) and Planning Commission hold public hearings and formulate recommendations whether or not the Plan Zoning Code and/or Zoning Map should be amended.	July and October 2017 or 2018
2	City Council reviews amendment requests along with the recommendations from the Planning Commission and Houghton Community Council (if applicable) and then approves, denies or modifies the request. City Council may hold a study session on the request before final action is taken.	December 2017 or 2018
2	Houghton Community Council, if request within their Jurisdiction, approves or disapproves the ordinance adopted by the City Council	December or January 2018 or 2019
2	Requests that involve the Shoreline Area Chapter of the Comprehensive Plan and/or the shoreline regulation in Chapters 83 and 141 of the Zoning Code require a hearing and approval by the State Department of Ecology along with coordination with that department.	

All dates are approximate and subject to change.

In Phase 2, some requests may be carried over to the following year for study and a final decision.

Phase 1 Fee	Phase 2 Fee
Decision whether to further study request	Study and decision on the request
The fee is due with the application submittal. Check with the Planning Department for the current fee schedule.	The fee is due before the first study session in Phase. Check with the Planning Department for the current fee schedule.

If the request is from a recognized City Neighborhood Association for an amendment to the general city-wide elements or to a neighborhood plan, the fees are waived. Fees are not waived for amendments that affect specific properties, including Comprehensive Plan, Zoning Code and / or Zoning Map changes.

VI. WHEN CAN THE APPLICANT AND THE PUBLIC PROVIDE INPUT IN THE PROCESS?

During both Phase 1 and Phase 2, the applicant and the public may provide oral comments at the study sessions and public hearings before the Planning Commission and Houghton Community Council. Written comments may be submitted for all study sessions and the public hearings.

When the City Council considers the requests in either Phase 1 or Phase 2, the applicant and public may provide oral comments on request at the beginning of their meeting under "Comments from the Audience" section of the agenda. Written comments may be submitted in advance of the meeting preferably at least 15 calendar days before the meeting so that the written comments can be included in the City Council meeting packet. No oral comments are taken at the City Council study session or when the City Council is deliberating its final decision on the amendments.

In addition to the public meetings, interested parties may contact the Planning Department at 425-587-3225 to request information about the citizen initiated amendments or they may come to City Hall to review the official files.

VII. WHAT CRITERIA ARE USED FOR THE THRESHOLD DETERMINATION IN PHASE 1?

The City shall use the following threshold review criteria, found in Section 140.20 of the Zoning Code, in selecting proposals for further consideration. Proposals must meet 1 and either 2 or 3:

1. The City has the resources, including staff and budget, necessary to review the proposal.
2. The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan.
3. **All of the following:**
 - a. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan; and
 - b. The public interest would best be served by considering the proposal in the current year rather than delaying consideration to a later neighborhood plan review or plan amendment process; and
 1. The proposal is located in a neighborhood for which a neighborhood plan has not been recently adopted (generally not within two years); and
 2. The proposal is located in a neighborhood for which a neighborhood plan will not be reviewed in the near future (generally not in the next two years). *See past and future neighborhood plan schedule attached.*

VIII. WHAT ARE THE CRITERIA USED TO APPROVE A REQUEST IN PHASE 2?**A. For a Comprehensive Plan Amendment, the City shall use the following criteria, found in Section 140.30 of the Zoning Code, in approving a request. Proposals must meet all for the following criteria:**

1. The amendment must be consistent with the Growth Management Act.
2. The amendment must be consistent with the countywide planning policies.
3. The amendment must not be in conflict with the other goals, policies and provision of the Kirkland Comprehensive Plan.
4. The amendment will result in long-term benefits to the community as a whole and is in the best interest of the community.
5. When applicable, the proposed amendment must be consistent with the Shoreline Management Act and the City's adopted Shoreline Master Program. (For properties or areas within 200 feet of Lake Washington or within wetlands associated with the lake, see Chapters 83 and 141 of the Zoning Code and the Shoreline Area Chapter of the Comprehensive Plan.)

B. For a Zoning Code Amendment, the City shall use the following criteria, found in Section 135.25 of the Zoning Code, in approving a request. Proposals must meet all of the following criteria:

1. The amendment is consistent with the applicable provisions of the Comprehensive Plan; and
2. The amendment bears a substantial relation to public health, safety or welfare; and
3. The amendment is in the best interest of the residents of Kirkland.
4. When applicable, the proposed amendment is consistent with the Shoreline Management Act and the City's adopted Shoreline Master Program. (For properties or areas within 200 feet of Lake Washington or within wetlands associated with the lake, see Chapters 83 and 141 of the Zoning Code and the Shoreline Area Chapter of the Comprehensive Plan.)

C. For a Zoning Map Amendment, the City shall use the following criteria, found in Section 130.20 of the Zoning Code, in approving a request. Proposals must meet all of the following criteria:

1. Conditions have substantially changed since the property was given its present zoning or the proposal implements the policies of the Comprehensive Plan; and
2. The proposed rezone bears a substantial relationship to the public health, safety or welfare; and
3. The proposed rezone is in the best interest of the community of Kirkland.

**APPLICATION FOR AMENDMENTS TO THE COMPREHENSIVE PLAN,
ZONING CODE AND ZONING MAP**

I. CONTACT INFORMATION:

A. Applicant Name:

B. Mailing Address:

C. Telephone Number:

D. Email Address:

E. Property Owner Name if different than applicant:

F. Mailing Address:

G. Telephone Number:

H. Email Address:

Note: If the applicant is the property owner or is representing the property owner, then the property owner must sign the last page. If the applicant is neither the property owner nor representing the property owner, then the affected property owner must be notified. Send or hand-deliver a copy of this completed application to all affected property owners. Complete the attached Affidavit of Service that this has been done.

Copies of staff reports and meeting agendas will be sent by email unless you request to the project planner that you want copies mailed to you.

II. FOR SITE SPECIFIC PROPOSAL:

A. Address of proposal (if vacant provide nearest street names):

B. King County Tax Parcel number(s):

C. Describe improvements on property if any:

D. Attach a map of site that includes adjacent street names:

E. Current Zoning on subject property:

F. Current land use designation & permitted density shown on appropriate neighborhood plan land use map:

III. FOR ALL PROPOSALS

A. Description of Proposal:

B. Description of the specific reasons for making the proposal:

C. Description of how the proposed amendment relates to the following criteria:

1. The proposal demonstrates a strong potential to serve the public interest by implementing specifically identified goals and policies of the Comprehensive Plan.

2. The public interest would best be served by considering the proposal in the current year, rather than delaying consideration to a later neighborhood plan review or plan amendment process.

3. The proposal would correct an inconsistency within or make a clarification to a provision of the Comprehensive Plan

IV. PROPERTY OWNER'S SIGNATURE OR SERVICE OF AFFIDAVIT:

- A. If the applicant is the property owner, or is a legal representative of the property owner, then the property owner must sign below.

ORIGINAL SIGNATURES ONLY - NO COPIES

Name - Signature:

Name - Print:

Property Owner or Legal Representative:

Date:

Address:

Telephone:

- B. If the applicant is neither the property owner nor a legal representative of the property owner, then the affected property owner must be notified as follows: Send or hand-deliver a copy of this completed application to all affected property owners (Exhibit A or Exhibit B); and Complete the attached Affidavit of Service that confirms that a copy of the completed application form has been provided to all property owners. Submit the Affidavit of Service along with Exhibit A and/or Exhibit B with the application form and fee.

Attachments to include:

1. Affidavit of Service (available at the Planning Counter)
2. Exhibit A (see requirements above)
3. Exhibit B (see requirements above)

Alternate Formats: People with disabilities may request materials in alternate formats.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 (TTY Relay: 711) or titlevicoordinator@kirklandwa.gov.